iPad
User Guide
For iOS 5.0 Software

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At a Glance

1

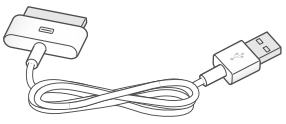
Read this chapter to learn about iPad features, how to use the controls, and more.

Overview

Accessories

The following accessories are included with iPad:

10W USB Power Adapter



Dock Connector to USB Cable

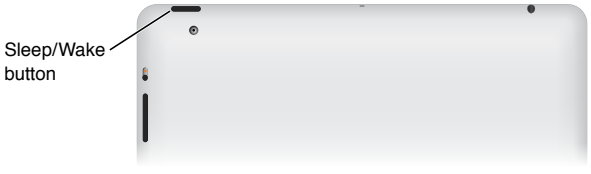
Item	What you can do with it
10W USB power adapter	Use the 10W USB power adapter to provide power to iPad and charge the battery.
Dock Connector to USB Cable	Use this cable to connect iPad to the 10W USB power adapter to charge or to your computer to sync. Use the cable with the optional iPad Dock, or plug it directly into iPad.

Buttons

A few buttons make it easy to lock iPad and adjust the volume.

Sleep/Wake button

You can lock iPad by putting it to sleep when you're not using it. When you lock iPad, nothing happens if you touch the screen, but music continues playing and you can use the volume buttons.



Lock iPad	Press the Sleep/Wake button.
Unlock iPad	Click the Home button ▢ or the Sleep/Wake button, then drag the slider.
Turn iPad off	Hold down the Sleep/Wake button for a few seconds until the red slider appears, then drag the onscreen slider.
Turn iPad on	Hold down the Sleep/Wake button until the Apple logo appears.

If you don't touch the screen for a minute or two, iPad locks automatically. You can change this, or set a passcode to unlock iPad.

Set the Auto-Lock time: In Settings, go to General > Auto-Lock, then set a time for iPad to lock automatically.

Set a passcode: In Settings, go to General > Passcode Lock, then tap On or Off.

You can use the iPad Smart Cover, available separately, to automatically unlock iPad 2 when you open the cover and lock iPad 2 when you close it.

Use the Smart Cover with iPad 2: In Settings, go to General > iPad Cover Lock/Unlock, then tap On or Off.

Home button

The Home button ▢ lets you get back to the Home screen at any time. It also provides other convenient shortcuts.

Go to the Home screen: Click the Home button ▢.

On the Home screen, just a tap opens an app. See "Opening and switching apps" on page 23.

Display the multitasking bar to see recently used apps	When iPad is unlocked, double-click the Home button ▢.
Display audio playback controls	*When iPad is locked:* Double-click the Home button ▢. See "Playing songs and other audio" on page 84. *When using another app:* Double-click the Home button ▢, then flick the multitasking bar from left to right.

Volume buttons

Use the volume buttons to adjust the audio volume of songs and other media, and of alerts and sound effects.

Increase the volume	Press the Volume Up button.
Decrease the volume	Press the Volume Down button.
Set a volume limit	In Settings, go to Music > Volume Limit.
Mute the sound	Hold down the Volume Down button.

WARNING: For important information about avoiding hearing loss, see the *iPad Important Product Information Guide* at support.apple.com/manuals/ipad.

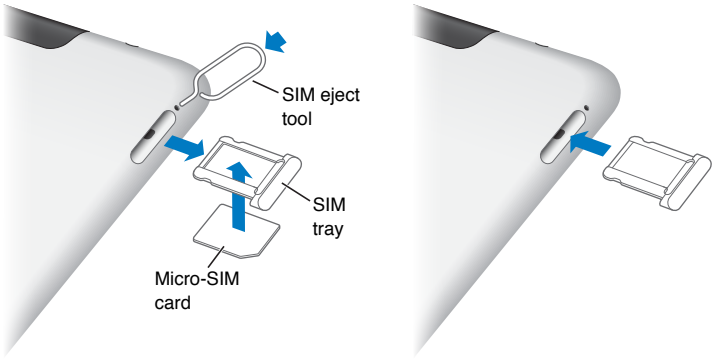
Side Switch

You can use the Side Switch to disable audio alerts and notifications. You can also use it to lock the screen rotation and prevent the iPad display from switching between portrait and landscape mode.

Suppress notifications and sound effects	Slide the Side Switch down to mute notifications and sound effects. This switch doesn't mute audio playback, such as music, podcasts, movies, and TV shows. See "Side Switch" on page 125.
Lock the screen rotation	In Settings, go to General > Use Side Switch to, then tap Lock Rotation. See "Side Switch" on page 125.

Micro-SIM card tray

The micro-SIM card in some iPad Wi-Fi + 3G models is used for cellular data. If your micro-SIM card wasn't preinstalled or if you change cellular data carriers, you may need to install or replace the micro-SIM card.



Open the SIM tray: Insert the tip of the SIM eject tool into the hole on the SIM tray. Press firmly and push the tool straight in until the tray pops out. Pull out the SIM tray to install or replace the micro-SIM card. If you don't have a SIM eject tool, you may be able to use the end of a small paper clip.

For more information, see "Cellular Data" on page 120.

Home screen

Click the Home button ▢ at any time to go to the Home screen, which displays your iPad apps. Tap any icon to open the app. See "Using apps" on page 23.

Status icons

The icons in the status bar at the top of the screen give information about iPad:

Status icon		What it means
✈	**Airplane mode**	Shows that airplane mode is on—you can't access the Internet, or use Bluetooth® devices. Non-wireless features are available. See "Airplane Mode" on page 118.
3G	**3G**	Shows that your carrier's 3G network (iPad Wi-Fi + 3G) is available, and you can connect to the Internet over 3G. See "Joining a Wi-Fi network" on page 118.
E	**EDGE**	Shows that your carrier's EDGE network (some iPad Wi-Fi + 3G models) is available, and you can connect to the Internet over EDGE. See "Joining a Wi-Fi network" on page 118.
o	**GPRS**	Shows that your carrier's GPRS network (some iPad Wi-Fi + 3G models) is available, and you can connect to the Internet over GPRS. See "Joining a Wi-Fi network" on page 118.
⌔	**Wi-Fi**	Shows that iPad has a Wi-Fi Internet connection. The more bars, the stronger the connection. See "Wi-Fi" on page 118.
✳	**Activity**	Shows network and other activity. Some third-party apps use this icon to show an active process.

Status icon		What it means
VPN	VPN	Shows that you're connected to a network using VPN. See "VPN" on page 121.
	Lock	Shows that iPad is locked. See "Sleep/Wake button" on page 10.
	Screen orientation lock	Shows that the screen orientation is locked. See "Viewing in portrait or landscape" on page 15.
	Location Services	Shows that an item is using Location Services. See "Location Services" on page 120.
	Play	Shows that a song, audiobook, or podcast is playing. See "Playing songs and other audio" on page 84.
	Bluetooth	*White icon:* Bluetooth is on and a device, such as a headset or keyboard, is connected. *Gray icon:* Bluetooth is on, but no device is connected.
	Battery	Shows the battery level or charging status. See "Charging the battery" on page 21.

iPad apps

iPad comes with the following apps:

Safari	Browse websites on the Internet. Rotate iPad sideways for widescreen viewing. Double-tap to zoom in or out—Safari automatically fits the webpage column to the screen. Open multiple pages using tabs. Sync bookmarks with Safari or Microsoft Internet Explorer on your computer. Add Safari web clips to the Home screen for fast access to favorite websites. Save images from websites to your Photo Library. Print webpages using AirPrint. See Chapter 4, "Safari," on page 38.
Mail	Send and receive mail using many of the most popular mail services, Microsoft Exchange, or most industry-standard POP3 and IMAP mail services. Send and save photos. View PDF files and other attachments, or open them in other apps. Print messages and attachments using AirPrint. See Chapter 5, "Mail," on page 41.
Photos	Organize your favorite photos and videos into albums. Watch a slideshow. Zoom in for a closer look. Edit photos and print them using AirPrint. Use Photo Stream to push the photos you take on iPad to your devices. See Chapter 10, "Photos," on page 57.
Music	Sync with your iTunes library and listen to your songs, audiobooks, and podcasts on iPad. Create and manage playlists, or use Genius to create playlists for you. Listen to Genius Mixes of songs from your library. Use Home Sharing to play music from your computer. Stream your music or videos wirelessly to an Apple TV or compatible audio system using AirPlay. See Chapter 18, "Music," on page 83.
Messages	Send messages over Wi-Fi to other iOS 5 users, and include photos, videos, and other information. Your messages are encrypted. See Chapter 6, "Messages," on page 47.
Calendar	Keep your calendar current on iPad, or sync it with your Mac OS X or Windows calendar. Subscribe to others' calendars. Sync over the Internet with Microsoft Exchange or CalDAV servers. See Chapter 13, "Calendar," on page 67.
Notes	Take notes on the go—grocery lists, brilliant ideas. Send them in mail. Sync notes to Mail or Microsoft Outlook or Outlook Express. See Chapter 15, "Notes," on page 74.

Reminders	Organize your life with due dates and lists. Reminders works with iCloud, iCal, Microsoft Exchange, and Outlook so changes you make update automatically on all your devices and calendars. See Chapter 16, "Reminders," on page 76.
Maps	See a standard, satellite, hybrid, or terrain view of locations around the world. Zoom in for a closer look, or check out Google Street View. Find your current location. Get detailed driving, public transit, or walking directions and see current highway traffic conditions. Find businesses in the area. See Chapter 17, "Maps," on page 79.
YouTube	Play videos from YouTube's online collection. Search for any video, or browse featured, most viewed, most recently updated, and top-rated videos. Set up and log in to your YouTube account—then rate videos, sync your favorites, show subscriptions, and more. See Chapter 12, "YouTube," on page 64.
Videos	Play movies, TV shows, podcasts, videos from your iTunes library or your movie collection. Buy or rent movies on iPad using the iTunes Store. Download video podcasts. See Chapter 11, "Videos," on page 61.
Contacts	Organize your address book on iPad and keep it up to date on all of your iOS devices with iCloud. See Chapter 14, "Contacts," on page 71.
Game Center	Discover new games and share your game experiences with friends. Invite a friend, or request a match with an opponent. Check player rankings on the leaderboards. Gain achievements for extra points. See Chapter 23, "Game Center," on page 102.
iTunes	Search the iTunes Store for music, audiobooks, TV shows, music videos, and movies. Browse, preview, purchase, and download new releases, top items, and more. Buy or rent movies and buy TV shows to view on iPad. Download podcasts. Read reviews, or write your own reviews for your favorite store items. See Chapter 19, "iTunes Store," on page 88.
App Store	Search the App Store for apps you can purchase or download. Read reviews, or write your own reviews for your favorite apps. Download and install the apps on your Home screen. See Chapter 20, "App Store," on page 92.
Newsstand	Keep all your app subscriptions in one convenient place. Newsstand automatically downloads whatever's new for each of your app subscriptions. It all happens in the background, so you never have to interrupt what you're doing. See Chapter 21, "Newsstand," on page 95.
FaceTime	Make video calls to other FaceTime users over Wi-Fi. Use the front camera to talk face to face, or the back camera to share what you see. See Chapter 8, "FaceTime," on page 53.
Camera	Take photos and record HD videos. View them on iPad, mail them, or upload them to your computer or the Internet. Tap to set the exposure. Trim and save video clips. Upload videos directly to YouTube. See Chapter 7, "Camera," on page 50.
Photo Booth	Use the front or back camera to take a snapshot. Add a special effect, such as twirl or stretch, before you take a snapshot. Snapshots are saved in an album in the Photo app. See Chapter 9, "Photo Booth," on page 55.
Settings	Personalize your iPad settings in one convenient place—network, mail, web, music, video, photos, and more. Set up Picture Frame, mail accounts, contacts, and calendars. Manage your cellular data account (iPad Wi-Fi + 3G). Set an auto-lock and a passcode for security. See Chapter 25, "Settings," on page 118.

Note: App functionality and availability may vary depending on where you purchase and use iPad.

Viewing in portrait or landscape

You can view iPad's built-in apps in either portrait or landscape orientation. Rotate iPad and the screen rotates too, adjusting automatically to fit the new orientation.

You may prefer landscape orientation for viewing webpages in Safari, for example, or when entering text. Webpages automatically scale to the wider screen, making the text and images larger. The onscreen keyboard also becomes larger, which may help increase your typing speed and accuracy. Lock the screen orientation if you want to keep the screen from rotating.

Lock the screen in portrait or landscape orientation: Double-click the Home button ▢ to view the multitasking bar, then flick from left to right. Tap ⟲ to lock the screen orientation.

You can also set the Side Switch to lock the screen orientation instead of silencing sound effects and notifications. In Settings, go to General > Use Side Switch to, then tap Lock Rotation. See "Side Switch" on page 125.

Using the Multi-Touch screen

The controls on the Multi-Touch screen change, depending on the task you're performing. To control iPad, use your fingers to pinch, swipe, tap, and double-tap.

Using multitasking gestures

You can use multitasking gestures on iPad to return to the home screen, reveal the multitasking bar, or switch to another app.

Return to the Home screen: Pinch four or five fingers together.

Reveal the multitasking bar: Swipe up with four or five fingers.

Switch apps: Swipe left or right with four or five fingers.

Turn multitasking gestures on or off: In Settings, go to > General > Multitasking Gestures, then tap On or Off.

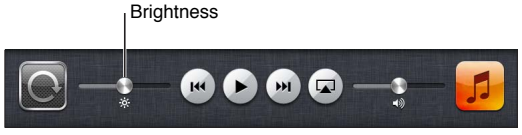
Zooming in or out

While viewing photos, webpages, mail, or maps, you can zoom in and out. Pinch two fingers together or apart. For photos and webpages, you can double-tap (tap twice quickly) to zoom in, then double-tap again to zoom out. For maps, double-tap to zoom in and tap once with two fingers to zoom out.

Zoom is also an accessibility feature that lets you magnify the entire screen of any app you're using and helps you see what's on the display. See "Zoom" on page 115.

Adjusting brightness

To adjust the screen's brightness, double-click the Home button ▢ to view the multitasking bar. Flick from left to right, then drag the brightness slider.



You can use Auto-Brightness to automatically adjust the screen's brightness. In Settings, go to Brightness & Wallpaper, then turn Auto-Brightness on or off. See "Brightness & Wallpaper" on page 121.

Using the onscreen keyboard

The onscreen keyboard appears automatically anytime you need to type. Use the keyboard to enter text, such as contact information, mail, and web addresses. The keyboard corrects misspellings, predicts what you're typing, and learns as you use it. See "Typing" on page 26.

Using lists

Some lists have an index along the side to help you navigate quickly.

Find items in an indexed list: Tap a letter to jump to items starting with that letter. Drag your finger along the index to scroll quickly through the list.

Choose an item: Tap an item in the list.

Depending on the list, tapping an item can do different things—for example, it may open a new list, play a song, open an mail message, or show someone's contact information.

Return to a previous list: Tap the back button in the upper-left corner.

Getting Started

2

Read this chapter to learn how to set up iPad, set up mail accounts, use iCloud, and more.

What you need

WARNING: To avoid injury, read all operating instructions in this guide and safety information in the *iPad Important Product Information Guide* at support.apple.com/manuals/ipad before using iPad.

To use iPad, you need:

- An Apple ID for some features, including iCloud, the App Store and iTunes Store, and online purchases
- An Internet connection (broadband is recommended)

To use iPad with your computer, you need:

- A Mac or a PC with a USB 2.0 port and one of the following operating systems:
  - Mac OS X version 10.5.8 or later
  - Windows 7, Windows Vista, or Windows XP Home or Professional with Service Pack 3 or later
- iTunes 10.5 or later (for some features), available at www.itunes.com/download

Setting up iPad

To set up iPad, turn it on and follow the Setup Assistant. The onscreen directions in Setup Assistant step you through the setup process, including connecting to a Wi-Fi network, signing in with or creating a free Apple ID, setting up iCloud, and turning on recommended features, such as Location Services and Find My iPad.

During setup, you can copy your apps, settings, and content from another iPad by restoring from an iCloud backup or from iTunes. See "Backing up iPad" on page 134.

Setting up mail and other accounts

iPad works with iCloud, Microsoft Exchange, and many of the most popular Internet-based mail, contacts, and calendar service providers. If you don't already have a mail account, you can set up a free iCloud account when you set up iPad, or later in Settings > iCloud.

Set up an account: Go to Settings > Mail, Contacts, Calendars.

For information about iCloud, see "Using iCloud" on page 18.

You can add contacts using an LDAP or CardDAV account, if your company or organization supports it. See "Syncing contacts" on page 71.

For information about setting up a Microsoft Exchange account in a corporate environment, see "Setting up Microsoft Exchange accounts" on page 127.

Managing content on iPad

You can transfer information and files between iPad and your other iOS devices and computers using either iCloud or iTunes.

- *iCloud* stores your photos, apps, contacts, calendars, and more, and wirelessly pushes them to your devices. When something changes on one of your devices, your other devices are automatically updated. See "Using iCloud," below.
- *iTunes* syncs music, video, photos, and more between your computer and iPad. Changes you make on one device are copied to the other when you sync. You can also use iTunes to copy a file to iPad for use with an app, or to copy a document you've created on iPad to your computer. See "Syncing with iTunes" on page 19.

You can use iCloud or iTunes, or both, depending on your needs. For example, you can use Photo Stream to automatically push photos you take on iPad to your other devices, and use iTunes to sync photo albums from your computer to iPad.

Note: You shouldn't sync items on the Info pane of iTunes (such as contacts, calendars, and notes) and also use iCloud to keep that information up to date on your devices. If you do both, you may see duplicated data on iPad.

Using iCloud

iCloud is a service that stores your content—mail, contacts, calendars, reminders, bookmarks, notes, photos, and documents—and wirelessly pushes it to your devices and computers, automatically keeping everything up to date.

iCloud features include:

- Automatic Downloads—Automatically download new music, app, and book purchases to your devices.
- Download Previous Purchases—View previous iTunes Store and App Store purchases and download them again if needed.
- Photo Stream—When you take a photo on one device, automatically get it on your other devices. See "Photo Stream" on page 52.
- Documents & Data—Store documents and data for apps that work with iCloud.
- Find My iPad—Locate your iPad on a map, display a message, play a sound, lock the screen, or remotely wipe the data. See "Find My iPad" on page 36.

You can also back up iPad to iCloud. See "Backing up with iCloud" on page 135.

With iCloud, you get a free mail account and 5 GB of storage for your mail, documents, and backup. Your purchased music, apps, TV shows, and books, as well as your Photo Stream, don't count against your free space.

Note: iCloud is not available in all areas, and iCloud features may vary by area. For more information about iCloud, go to www.apple.com/icloud.

Sign in or create an iCloud account: Go to Settings > iCloud.

If you have a MobileMe subscription, you can migrate it to iCloud at me.com/move.

Choose info to store in iCloud	Go to Settings > iCloud.
Turn Automatic Downloads on or off	Go to Settings > Store, then tap On or Off.
View and download previous iTunes Store purchases	Go to the iTunes Store, then tap Purchased.
View and download previous App Store purchases	Go to the App Store, then tap Purchased.
Turn Photo Stream on or off	Go to Settings > iCloud > Photo Stream, then tap On or Off.
Find your iPad	Visit www.icloud.com. Find My iPad must be turned on in Settings > iCloud.
Purchase additional iCloud storage	Go to Settings > iCloud > Storage & Backup, then tap Buy More Storage.

For more information about iCloud, go to www.apple.com/icloud. For support information, go to www.apple.com/support/icloud.

Syncing with iTunes

Syncing with iTunes copies information from a computer to iPad, and vice versa. You can sync by connecting iPad to your computer using the Dock Connector to USB Cable, or you can set up iTunes to sync wirelessly using Wi-Fi. You can set iTunes to sync music, photos, video, podcasts, apps, and more. For detailed information about syncing iPad with a computer, open iTunes then select iTunes Help from the Help menu.

Set up wireless iTunes syncing: Connect iPad to your computer using the Dock Connector to USB Cable. In iTunes, turn on "Sync over Wi-Fi connection" in the device's Summary pane.

When Wi-Fi syncing is turned on, iPad automatically syncs every day. iPad must be connected to a power source, both iPad and your computer must be on the same wireless network, and iTunes must be open on the computer. For more information, see "iTunes Wi-Fi Sync."

Tips for syncing with iTunes

- If you're using iCloud to store your contacts, calendars, bookmarks, and notes, don't also sync them to iPad using iTunes.
- Purchases you make on iPad in the iTunes Store or the App Store are synced back to your iTunes library. You can also purchase or download content and apps from the iTunes Store on your computer, and then sync them to iPad.
- In the device's Summary pane, you can set iTunes to automatically sync iPad when it's attached to your computer. To temporarily override this, hold down Command and Option (Mac) or Shift and Control (PC) until you see your iPad appear in the sidebar.
- In the device's Summary pane, select "Encrypt backup" if you want to encrypt the information stored on your computer when iTunes makes a backup. Encrypted backups are indicated by a lock icon, and you need a password to restore the backup. If you don't select this option, passwords (such as those for mail accounts) aren't included in the backup and have to be reentered if you use the backup to restore iPad.
- In the device's Info pane, when you sync mail accounts, only the settings are transferred from your computer to iPad. Changes you make to a mail account on iPad don't affect the account on your computer.
- In the device's Info pane, click Advanced to select options that let you *replace* the information on iPad with the information from your computer during the next sync.

- If you listen to part of a podcast or audiobook, your stopping point is included if you sync the content with iTunes. If you started listening on iPad, you can pick up where you left off in iTunes on your computer—or vice versa.
- In the device's Photo pane, you can sync photos and videos from a folder on your computer.

Connecting iPad to your computer

Use the included Dock Connector to USB Cable to connect iPad to your computer. Connecting iPad to your computer allows you to sync information, music, and other content with iTunes. You can also sync with iTunes wirelessly. See "Syncing with iTunes."

Unless iPad is syncing with your computer, you can disconnect it at any time. If you disconnect while a sync is in progress, some data may not get synced until the next time you connect iPad to your computer.

Cancel a sync: Drag the slider on iPad.

Viewing the user guide on iPad

You can view the *iPad User Guide* on iPad in Safari, or you can install the free iBooks app and download the guide from the iBookstore.

View the user guide in Safari: In Safari, tap 🕮, then tap the *iPad User Guide* bookmark. Or go to http://help.apple.com/ipad.

Add an icon for the user guide to the Home screen: Tap ⍐, then tap "Add to Home Screen."

View the user guide in iBooks: If you haven't installed iBooks, open App Store, search for and install "iBooks." Open iBooks and tap Store. Search for "iPad User Guide," then select and download the user guide.

Battery

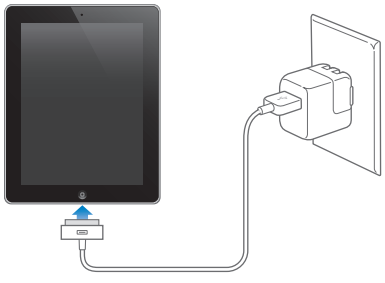
iPad has an internal rechargeable battery. For more information about iPad batteries, go to www.apple.com/batteries/ipad.html.

Charging the battery

WARNING: For important safety information about charging iPad, see the *iPad Important Product Information Guide* at support.apple.com/manuals/ipad.

The battery icon in the upper-right corner of the status bar shows the battery level or charging status.

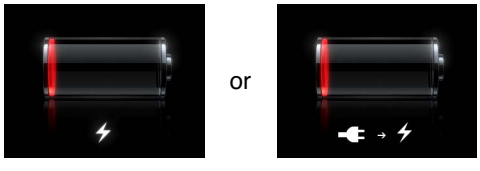
Charge the battery: The best way to charge the iPad battery is to connect iPad to a power outlet using the included Dock Connector to USB Cable and 10W USB power adapter. When you connect iPad to a USB 2.0 port on a Mac with the Dock Connector to USB Cable, iPad may charge slowly while syncing.



Important: The iPad battery may drain instead of charge if iPad is connected to a PC, to a computer that's turned off or is in sleep or standby mode, to a USB hub, or to the USB port on a keyboard.

If your Mac or PC doesn't provide enough power to charge iPad, a Not Charging message appears in the status bar. To charge iPad, disconnect it from your computer and connect it to a power outlet using the included Dock Connector to USB Cable and 10W USB Power Adapter.

Important: If iPad is very low on power, it may display one of the following images, indicating that iPad needs to charge for up to ten minutes before you can use it. If iPad is extremely low on power, the display may be blank for up to two minutes before one of the low-battery images appears.



Maximizing battery life

iPad uses a lithium-ion battery. For information about maximizing the battery life of iPad, go to www.apple.com/batteries/ipad.html.

Replacing the battery

The iPad battery isn't user replaceable; it can be replaced only by an Apple Authorized Service Provider (AASP). Rechargeable batteries have a limited number of charge cycles and may eventually need to be replaced. AASPs also recycle iPad batteries according to local laws and regulations. For information, go to www.apple.com/batteries/replacements.html.

Using and cleaning iPad

It's important to find a comfortable posture when using iPad, and to take frequent breaks. Use your lap, or a table, case, or dock accessory, to support iPad during use.

Handle iPad with care, to maintain its appearance. If you're concerned about scratching or abrasion of the screen, you can use a case or a cover, sold separately.

To clean iPad, unplug all cables and turn off iPad (press and hold the Sleep/Wake button until the red slider appears, then slide the onscreen slider). Use a soft, slightly damp, lint-free cloth. Avoid getting moisture in openings. Don't use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean iPad. The iPad screen has an oleophobic coating; simply wipe the screen with a soft, lint-free cloth to remove oil left by your hands. The ability of this coating to repel oil will diminish over time with normal usage, and rubbing the screen with an abrasive material will further diminish its effect and may scratch your screen.

For more information about handling iPad, see the *iPad Important Product Information Guide* at support.apple.com/manuals/ipad.

Basics

3

Read this chapter to learn how to use apps on iPad. You'll also learn how to search, print, share files, and more.

Using apps

The high-resolution Multi-Touch screen and simple finger gestures make it easy to use iPad apps. Open an app by tapping its icon. You can switch between apps, rearrange apps, and organize them in folders.

Opening and switching apps

Open an app: Tap its icon on the Home screen.

Return to the Home screen: Click the Home button ▢, or pinch four or five finger together on the screen.

Multitasking allows certain apps to run in the background, so you can quickly switch between the apps you're using.

View the most recently used apps: Double-click the Home button ▢.

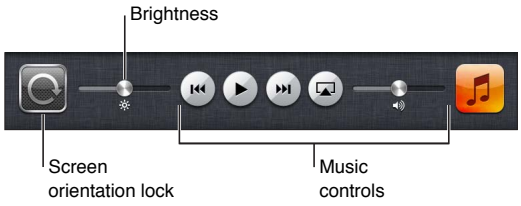
The most recently used apps appear in the multitasking bar at the bottom of the screen. Flick left to see more apps.

Force an app to close: Touch and hold the app icon until it begins to jiggle, then tap ⊖.

The app is added to the recents list again, the next time you open it.

Lock the screen orientation or use the music controls: Double-click the Home button ▢, then flick along the bottom of the screen from left to right.

The screen orientation lock, brightness slider, and music controls appear.

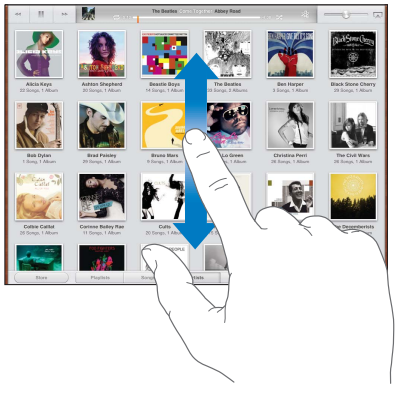


Delete an app from the Home screen: Touch and hold the app icon until it jiggles and an ⊗ appears. Tap ⊗ to delete the app, then click the Home button ▢.

Important: Deleting an app from iPad also deletes the documents and data created by the app.

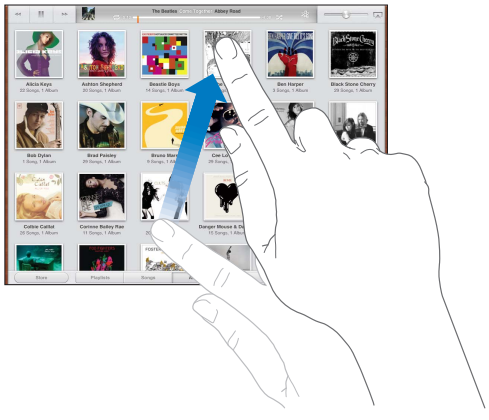
Scrolling

Drag up or down to scroll. You can also scroll sideways in apps such as Safari, Photos, and Maps.



Dragging your finger to scroll doesn't choose or activate anything on the screen.

Swipe to scroll quickly.



You can wait for the scrolling to come to a stop, or touch anywhere on the screen to stop it immediately. Touching the screen to stop scrolling doesn't choose or activate anything on the screen.

To quickly scroll to the top of a list, webpage, or mail message, tap the status bar at the top of the screen.

Customizing the Home screen

You can customize the layout of app icons on the Home screen—including the icons in the Dock along the bottom of the screen.

Rearranging icons

You can create additional Home screens and arrange your apps over multiple Home screens.

Rearrange icons:

1. Touch and hold any app on the Home screen until it jiggles.
2. Arrange the apps by dragging them.
3. Click the Home button ▢ to save your arrangement.

Move an icon to another screen	While arranging icons, drag an icon to the right edge of the screen until a new screen appears. You can return to a previous screen and drag more icons to the new screen.
Create additional Home screens	While arranging icons, swipe to the rightmost Home screen, then drag an icon to the right edge of the screen. You can create up to 11 Home screens. The dots above the Dock show the number of screens you have, and which screen you're viewing.
Go to a different Home screen	Flick left or right, or tap to the left or right of the row of dots.
Go to the first Home screen	Click the Home button ▢.
Reset the Home screen to its original layout	In Settings, go to General > Reset, then tap Reset Home Screen Layout. Resetting the Home screen removes any folders you've created and applies the default wallpaper to your Home screen.

When you connect iPad to your computer using the Dock Connector to USB Cable, you can rearrange the icons on the Home screen, as well as the order of the screens, in iTunes. Select iPad in the iTunes sidebar, then click the Apps tab.

Organizing with folders

You can use folders to organize icons on the Home screen. You can put up to 20 icons in a folder. iPad automatically names a folder when you create it, based on the icons you use to create the folder, but you can change the name. Rearrange folders by dragging them on the Home screen or by moving them to a new Home screen or to the Dock.

Create a folder: Touch and hold an icon until the Home screen icons begin to jiggle, then drag the icon onto another icon.

iPad creates a new folder that includes the two icons, and shows the folder's name. You can tap the name field to enter a different name.

Add an icon to a folder	When the icons are jiggling, drag the icon onto the folder.
Remove an icon from a folder	While arranging icons, tap to open the folder, then drag the icon out of the folder.
Open a folder	Tap the folder. You can then tap an app icon to open that app.
Close a folder	Tap outside the folder, or click the Home button.
Delete a folder	Remove all icons from the folder. The folder is deleted automatically when empty.
Rename a folder	While arranging icons, tap to open the folder, then tap the name at the top and use the keyboard to enter a new name.

When you finish organizing your Home screen, click the Home button ▢ to save your changes.

Many apps, such as Mail and the App Store, display an alert badge on their Home screen icon with a number (to indicate incoming items) or an exclamation mark (to indicate a problem). If the app is in a folder, the badge appears on the folder as well. A numbered badge shows the total number of items you haven't attended to, such as incoming mail messages and updated apps to download. An alert badge indicates a problem with the app.

Changing the wallpaper

You can choose the images or photos you want to use as wallpaper for your Lock screen and your Home screen. Choose an image that came with iPad, or a photo from your Camera Roll album or another album on iPad.

Set wallpaper:

1. In Settings, go to Brightness & Wallpaper, tap the image of the Lock and Home screens, then tap Wallpaper or Saved Photos.
2. Tap to choose an image or photo. If you choose a photo, drag or pinch it to position or resize it, until it looks the way you want.
3. Tap Set Lock Screen, Set Home Screen, or Set Both.

Typing

The onscreen keyboard appears automatically anytime you need to type. Use the keyboard to enter text, such as contact information, mail, and web addresses. The keyboard corrects misspellings, predicts what you're typing, and learns as you use it.

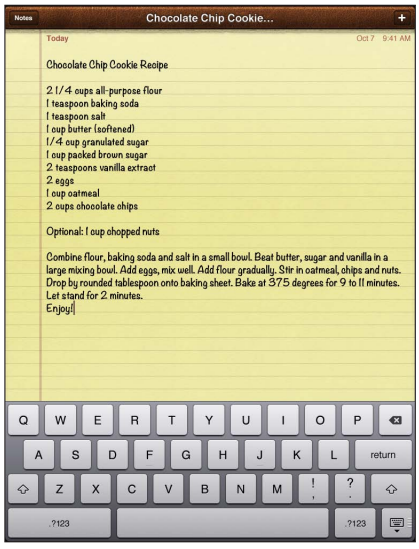
You can also use an Apple Wireless Keyboard to type. When you use an external keyboard, the onscreen keyboard doesn't appear. See "Using an Apple Wireless Keyboard" on page 30.

Entering text

Depending on the app you're using, the intelligent keyboard may automatically suggest corrections as you type, to help prevent mistyped words.

Enter text: Tap a text field, such as in a note or new contact, to bring up the keyboard, then tap keys on the keyboard.

If you touch the wrong key, you can slide your finger to the correct key. The letter isn't entered until you release your finger from the key.


Notes
Chocolate Chip Cookie...
Today
Oct 7 9:41 AM
Chocolate Chip Cookie Recipe
2 1/4 cups all-purpose flour
1 teaspoon baking soda
1 teaspoon salt
1 cup butter (softened)
1/4 cup granulated sugar
1 cup packed brown sugar
2 teaspoons vanilla extract
2 eggs
1 cup oatmeal
2 cups chocolate chips
Optional: 1 cup chopped nuts
Combine flour, baking soda and salt in a small bowl. Beat butter, sugar and vanilla in a large mixing bowl. Add eggs, mix well. Add flour gradually. Stir in oatmeal, chips and nuts. Drop by rounded tablespoon onto baking sheet. Bake at 375 degrees for 9 to 11 minutes. Let stand for 2 minutes.
Enjoy!
Q W E R T Y U I O P
A S D F G H J K L return
Z X C V B N M ! ? , .
.?123
.?123

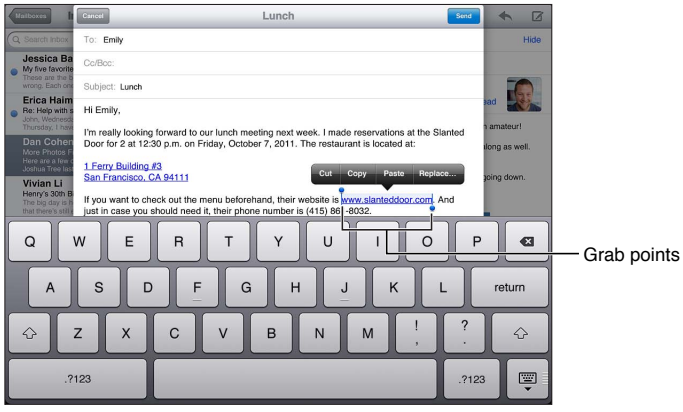
Delete the previous character	Tap ⌫.
Quickly type a period and space	Double-tap the space bar. To turn this feature off, go to Settings > General > Keyboard.
Type uppercase	Tap the Shift key ⇧ before tapping a letter. Or touch and hold the Shift key, then slide to a letter.
Turn caps lock on	Double-tap the Shift key ⇧. The Shift key turns blue, and all letters you type are uppercase. Tap the Shift key to turn caps lock off. To turn this feature off, go to Settings > General > Keyboard.
Enter numbers, punctuation, or symbols	Tap the Number key .?123. Tap the Symbol key #+= to see additional punctuation and symbols.
Enter accented letters or other alternate characters	Touch and hold the related key, then slide to choose a variant.
Set options for typing	Go to Settings > General > Keyboard.
Hide the onscreen keyboard	Tap the Keyboard key ⌨.

Editing text

The Multi-Touch screen makes it easy to make changes to text you've entered. An onscreen magnifying glass helps you position the insertion point. The grab points on selected text let you select more or less text. You can also cut, copy, and paste text and photos within apps, or across multiple apps.

Position the insertion point: Touch and hold to bring up the magnifying glass, then drag to position the insertion point.

Select text: Tap the insertion point to display the selection buttons. Tap Select to select the adjacent word, or tap Select All to select all text. You can also double-tap a word to select it. Drag the grab points to select more or less text. In read-only documents, such as webpages, or messages you receive, touch and hold to select a word.


Lunch
Cancel
Send
To: Emily
Cc/Bcc:
Subject: Lunch
Hi Emily,
I'm really looking forward to our lunch meeting next week. I made reservations at the Slanted Door for 2 at 12:30 p.m. on Friday, October 7, 2011. The restaurant is located at:
1 Ferry Building #3
San Francisco, CA 94111
Cut
Copy
Paste
Replace...
If you want to check out the menu beforehand, their website is www.slanteddoor.com. And just in case you should need it, their phone number is (415) 861-8032.
Grab points

Cut or copy text	Select text, then tap Cut or Copy.
Paste text	Tap the insertion point, then tap Paste to insert the last text that you cut or copied. Or, select text, then tap Paste to replace the text.
Undo the last edit	Shake iPad, or tap undo on the keyboard.
Make text bold, italic, or underlined	When available, tap ▶, then tap B/I/U.
Find a definition for a word	Tap a word to select it, then tap Dictionary.
Find alternative words	Tap a word to select it, then tap Suggest, then tap a suggested word.
Justify text	When available, select the text you want to justify, then tap the left arrow or the right arrow.

Keyboard layouts

On iPad, you can type with a split keyboard that's at the bottom of the screen, or undocked and in the middle of the screen.

Use a split keyboard	Touch and hold the Keyboard key, slide your finger to Split, then release.
Move the keyboard	Touch and hold, slide your finger to Undock to move the keyboard to the middle of the screen, then release.
Return to a full keyboard	Touch and hold the Keyboard key, slide your finger to Dock and Merge, then release.
Return a full keyboard to the bottom of the screen	Touch and hold the Keyboard key, slide your finger to Dock, then release.
Turn Split Keyboard on or off	Go to Settings > General > Keyboard > Split Keyboard, then tap On or Off.

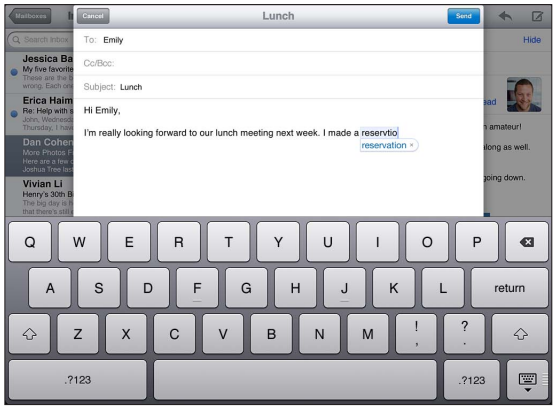
You can use Settings to set the layouts for the onscreen software keyboard and for any hardware keyboards. The available layouts depend on the keyboard language. See Appendix B, "International Keyboards," on page 129.

For each language, you can choose different layouts for the onscreen software keyboard and for any external hardware keyboards. The software keyboard layout determines the layout of the keyboard on the iPad screen. The hardware keyboard layout determines the layout of an Apple Wireless Keyboard connected to iPad. See "Using an Apple Wireless Keyboard" on page 30.

Select a hardware or software keyboard layout	Go to Settings > General > International > Keyboards, tap a language, then choose a software or hardware keyboard layout.
Add or remove an international keyboard	Go to Settings > General > International > Keyboards.
Use an international keyboard	Touch and hold the Globe key on the onscreen keyboard to display a list of enabled languages, then slide your finger to choose a language. See Appendix B, "International Keyboards," on page 129.

Auto-correction and spell checking

For many languages, iPad automatically corrects misspellings or makes suggestions as you type. When iPad suggests a word, you can accept the suggestion without interrupting your typing.



Accept the suggestion: Type a space, punctuation mark, or return character.

Reject a suggestion: Finish typing the word as you want it, then tap the "x" next to the suggestion. Each time you reject a suggestion for the same word, iPad becomes more likely to accept the word.

iPad may also underline words you've already typed that might be misspelled.

Replace a misspelled word	Tap the word, then tap one of the alternate spellings. If the word you want doesn't appear, correct the word by retyping it.
Turn auto-correction or spell checking on or off	Go to Settings > General > Keyboard.
Add a word to the dictionary	Go to Settings > General > Keyboard. Tap Add New Shortcut. Enter the word in the Phrase field, but leave the Shortcut field blank. This adds the word to your personal dictionary and it won't be identified as being misspelled when you type it.

Shortcuts and personal dictionary

Shortcuts lets you type just a few characters in place of a longer word or phrase. The expanded text appears whenever you type the shortcut. For example, the shortcut "omw" is expanded to "On my way!"

Create a shortcut: Go to Settings > General > Keyboard, then tap Add New Shortcut.

To add a word or phrase to your personal dictionary so that iPad doesn't try to correct or replace it, leave the Shortcut field blank.

Edit a shortcut: Go to Settings > General > Keyboard, then tap the shortcut.

Using an Apple Wireless Keyboard

In addition to the onscreen keyboard, you can also use an Apple Wireless Keyboard with iPad.

The Apple Wireless Keyboard connects using Bluetooth, so you must pair the keyboard with iPad. See "Pairing Bluetooth devices" on page 35.

Once the keyboard is paired with iPad, it connects whenever the keyboard is within range (up to 33 feet or 10 meters). You can tell that the keyboard is connected if the onscreen keyboard doesn't appear when you tap in a text field.

Switch the language when using a hardware keyboard: Hold down the Command key and tap the space bar to display a list of available languages. Tap the space bar again to choose a language.

Disconnect a wireless keyboard from iPad: Hold down the power button on the keyboard until the green light goes off.

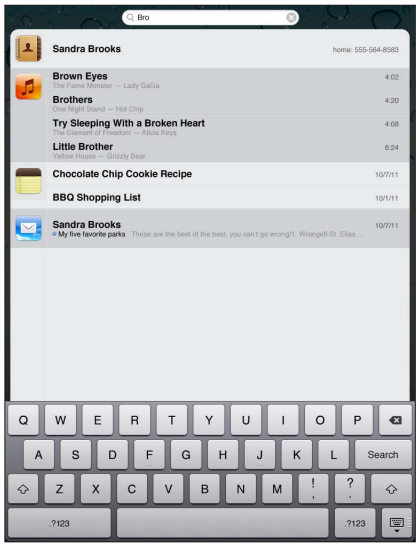
iPad disconnects the keyboard when it's out of range.

Unpair a wireless keyboard from iPad: In Settings, go to General > Bluetooth, tap next to the keyboard name, then tap "Forget this Device."

You can apply different layouts to a wireless keyboard. See Appendix B, "International Keyboards," on page 129 and "Keyboard layouts" on page 28.

Searching

You can search iPad's built-in apps, including Mail, Calendar, Music, Video, Notes, and Contacts. Search an individual app, or search all the apps at once using Spotlight.



Go to Search: On the main page of the Home screen, flick right or click the Home button ▢. On the Search page, you can click the Home button ▢ to return to the main Home screen.

Search iPad: On the Search page, enter text in the Search field. Search results appear automatically as you type. Tap Search to dismiss the keyboard and see more of the results.

Tap an item in the results list to open it. Icons to the left of the search results let you know which app the results are from.

At the top of the list, iPad shows your top hits based on previous searches. At the bottom of the list, the search results also include options to search the web or search Wikipedia.

Here's a list of the apps searched and what information is searched within each app:

App	What's searched
Contacts	First, last, and company names
Mail	To, From, and Subject fields of all accounts (the text of messages isn't searched)
Calendar	Event titles, invitees, locations, and notes
Music	Music (names of songs, artists, and albums) and the titles of podcasts, videos, and audiobooks
Notes	Text of notes
Messages	Names and text of messages
Reminders	Titles

Search also searches the names of built-in and installed apps on iPad. If you have a lot of apps, you can use Spotlight to locate and open them.

Open an app from Search: Enter all or part of the app name, then tap to open the app.

You can choose which apps are searched and the order they're searched in. In Settings, go to General > Spotlight Search.

Printing

iPad can print wirelessly to AirPrint-enabled printers. You can print from the following iPad built-in apps:

- Mail—email messages and viewable attachments
- Photos and Camera—photos
- Safari—webpages, PDF files, and viewable attachments
- iBooks—PDF files
- Notes—currently displayed note
- Maps—view of map showing on the screen

Other apps available from the App Store may also support AirPrint.

An AirPrint-enabled printer doesn't require printer software; it just needs to be connected to the same Wi-Fi network as iPad. If you're not sure whether your printer is AirPrint-enabled, refer to its documentation.

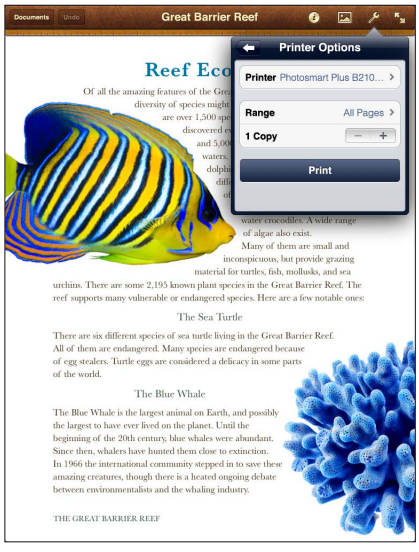
For more information about AirPrint, go to support.apple.com/kb/HT4356.

Printing a document

AirPrint uses your Wi-Fi network to send print jobs wirelessly to your printer. iPad and the printer must be on the same Wi-Fi network.

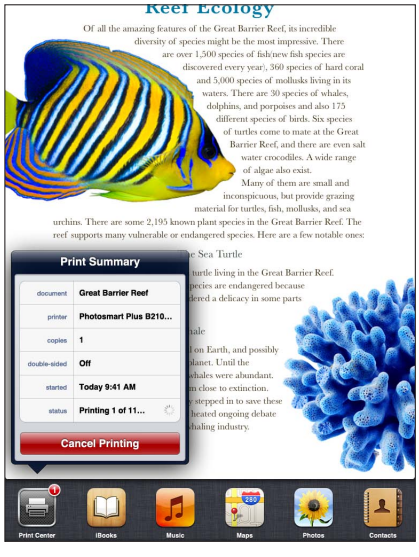
Print a document:

1. Tap ↩ or ⬆ (depending on the app you're using), then tap Print.
2. Tap Select Printer to select a printer.
3. Set printer options, such as number of copies and double-sided output (if the printer supports it). Some apps also let you set a range of pages to print.
4. Tap Print.



If you double-click the Home button ▢ while a document is printing, the Print Center app appears as the most recent app. A badge on the icon shows how many documents are ready to print, including the currently printing document.

See the status of a print job	Double-click the Home button ▢, tap the Print Center icon, then select a print job.
Cancel a print job	Double-click the Home button ▢, tap the Print Center icon, select the print job, then tap Cancel Printing.



File Sharing

File Sharing lets you transfer files with the Dock Connector to USB Cable between iPad and your computer, using iTunes. You can share files created with a compatible app and saved in a supported format.

Apps that support file sharing appear in the File Sharing Apps list in iTunes. For each app, the Files list shows the documents that are on iPad. See the app's documentation for how it shares files; not all apps support this feature.

Transfer a file from iPad to your computer: In iTunes, go to your device's Apps pane. In the File Sharing section, select an app from the list. On the right, select the file you want to transfer, then click "Save to."

Transfer a file from your computer to iPad: In iTunes, go to your device's Apps pane. In the File Sharing section, select an app, then click Add. The file is immediately transferred to your device for use with the app you selected.

Delete a file from iPad: In iTunes, go to your device's Apps pane. Select the file in the Files list in the File Sharing section of the Apps pane, then press the Delete key.

Notifications

Notification Center displays all your alerts in one place, including alerts about:

- Reminders
- Calendar events
- New mail
- New messages
- Friend requests (Game Center)

Alerts also appear on the lock screen, or briefly at the top of the screen when you're using iPad. You can see all current alerts in Notification Center.

Show Notification Center	Swipe down from the top of the screen.
Respond to an alert in Notification Center	Tap the alert.
Respond to an alert on the lock screen	Swipe the alert from left to right.
Remove an alert from Notification Center	Tap ⊗, then tap Clear.
Set options for notifications	Go to Settings > Notifications.

Twitter

Sign in to your Twitter account (or create a new account) in Settings to enable Tweets with attachments from the following apps:

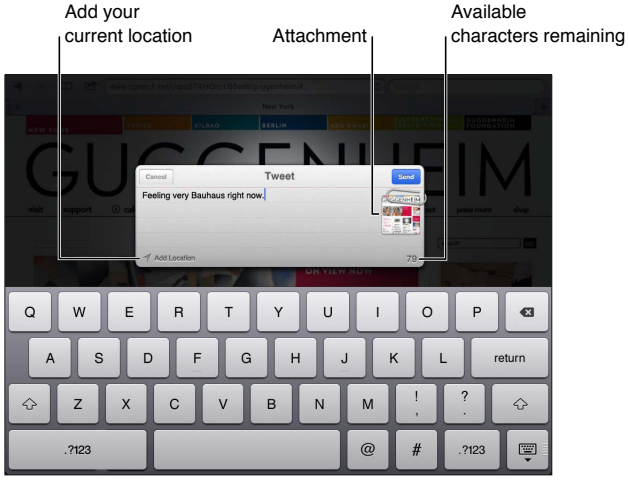
- Camera or Photos—with a photo from your Camera Roll album
- Safari—with a webpage
- Maps—with a location
- YouTube—with a video

Sign in to (or create) a Twitter account:

1. Go to Settings > Twitter.
2. Enter the user name and password for an existing account, or tap Create New Account.

To add another account, tap Add Account.

Tweet a photo, video, or webpage	View the item, tap ⎋, then tap Tweet. If ⎋ isn't showing, tap the screen. To include your location, tap Add Location. Location Services must be on. Go to Settings > Location Services.
Tweet a location in Maps	Tap the location pin, tap ⓘ, tap Share Location, then tap Tweet.
Add Twitter user names and photos to your contacts	Go to Settings > Twitter, then tap Update Contacts.
Turn Twitter on or off for Photos or Safari	Go to Settings > Twitter.



When you're writing a Tweet, the number in the lower-right corner of the Tweet screen shows the number of characters remaining that you can enter. Attachments use some of a Tweet's 140 characters.

You can install and use the Twitter app to post a Tweet, view your timeline, search for trending topics, and more. In Settings, go to Twitter, then tap Install. To learn how to use the Twitter app, open the app, tap the More button (…), tap Accounts & Settings, tap Settings, then tap Manual.

Using AirPlay

You can stream music, photos, and video wirelessly to your HDTV or speakers using AirPlay and Apple TV. You can also use AirPlay to stream audio to an Airport Express or AirPort Extreme base station. Other AirPlay-enabled receivers are available from third-parties. Visit the online Apple Store for details.

iPad and the AirPlay-enabled device must be on the same Wi-Fi network.

Stream content to an AirPlay-enabled device: Start the video, slideshow, or music, then tap and choose the AirPlay device. Once streaming starts, you can exit the app that's playing the content.

Get quick access to the AirPlay controls	When the screen is on, double-click the Home button and scroll to the left end of the multitasking bar.
Switch playback back to iPad	Tap and choose iPad.

You can mirror the iPad 2 screen on a TV with Apple TV. Everything on the iPad screen appears on the TV.

Mirror the iPad 2 screen on a TV: Tap at the left end of the multitasking bar, choose an Apple TV, and tap the Mirroring button that appears.

A blue bar appears at the top of the iPad screen when AirPlay mirroring is turned on. You can also mirror the iPad screen on a TV using a cable. See "Watching videos on a TV" on page 62.

Using Bluetooth devices

You can use iPad with the Apple Wireless Keyboard and other Bluetooth devices, such as Bluetooth headphones. For supported Bluetooth profiles, go to support.apple.com/kb/HT3647.

Pairing Bluetooth devices

You must first pair a Bluetooth device (such as a keyboard or headphones) with iPad before you can use it.

Pair a Bluetooth device with iPad:

1. Follow the instructions that came with the device to make it discoverable.
2. In Settings, choose General > Bluetooth, and turn Bluetooth on.
3. Select the device and, if prompted, enter the passkey or PIN number. See the instructions about the passkey or PIN that came with the device.

   Note: Before you pair an Apple Wireless Keyboard, press the power button to turn the keyboard on. You can pair only one Apple Wireless Keyboard with iPad at a time. To pair a different keyboard, you must first unpair the current one.

   After you pair the keyboard with iPad, the product name and a Bluetooth icon appear on the screen.

After you pair headphones with iPad, the product name and a Bluetooth audio icon appear on the screen along with the audio or video playback controls. Tap to switch to a different audio output, such as the internal speaker.

To use the onscreen keyboard again, turn off Bluetooth in Settings > General > Bluetooth, or press the Eject key on the Bluetooth keyboard.

Bluetooth status

The Bluetooth icon appears in the iPad status bar at the top of the screen:

- *(white):* Bluetooth is on and a device is connected to iPad.
- *(gray):* Bluetooth is on but no device is connected. If you've paired a device with iPad, it may be out of range or turned off.
- *No Bluetooth icon:* Bluetooth is turned off.

Unpairing a Bluetooth device from iPad

If you pair iPad with one Bluetooth device and then want to use a different device of the same type instead, you must unpair the first device.

Unpair a Bluetooth device: Go to Settings > General > Bluetooth, then turn Bluetooth on. Choose the device, then tap "Forget this Device."

Security features

Security features help protect the information on iPad from being accessed by others.

Passcodes and data protection

For security, you can set up a passcode that you must enter each time you turn on or wake up iPad.

Set a passcode: Go to Settings > General > Passcode Lock > Turn Passcode On. Enter a 4-digit passcode, then enter it again to verify it. iPad will require you to enter the passcode to unlock it, or to display the passcode lock settings.

Setting a passcode turns on data protection, which uses your passcode as the key for encrypting mail messages and attachments stored on iPad. (Data protection may also be used by some apps available in the App Store.) A notice at the bottom of the Passcode Lock screen in Settings shows that data protection is enabled.

To increase security, turn off Simple Passcode (a four-digit number) and use a more robust passcode that has a combination of numbers, letters, punctuation, and special characters. See "Auto-Lock" on page 123.

Find My iPad

Find My iPad can help you locate a lost or misplaced iPad using an iPhone, iPod touch, or another iPad. You can also use Find My iPad using a Mac or PC with a web browser signed in to www.icloud.com or www.me.com. Find My iPad includes:

- **Find on a map:** View the approximate location of your iPad on a full-screen map.
- **Display a Message or Play a Sound:** Compose a message that appears on your iPad, or play sound for two minutes.
- **Remote Passcode Lock:** Remotely lock your iPad and create a 4-digit passcode, if you haven't set one previously.
- **Remote Wipe:** Protects your privacy by erasing all the information and media on your iPad and restoring iPad to its original factory settings.

Important: Before you can use these features, you must turn on Find My iPad either in iCloud or in MobileMe settings on your iPad. Find My iPad can be turned on in only one account.

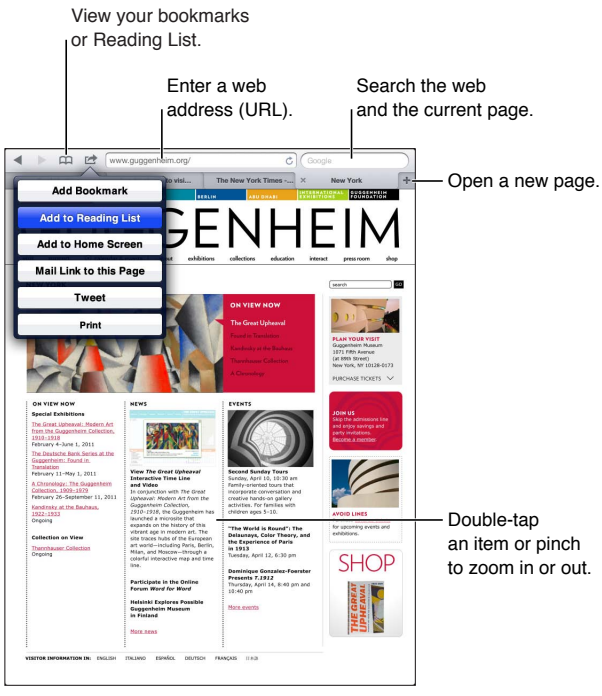
Turn on Find My iPad using iCloud	Go to Settings > iCloud and turn on Find My iPad.
Turn on Find My iPad using MobileMe	Go to Settings > Mail, Contacts, Calendars, tap your MobileMe account, then turn on Find My iPad.

Find My iPad uses Wi-Fi to locate your iPad. If Wi-Fi is turned off or if your iPad isn't connected to a Wi-Fi network, Find My iPad can't find it. See "Using iCloud" on page 18.

Safari

4

Viewing webpages


View your bookmarks or Reading List.
Enter a web address (URL).
Search the web and the current page.
Open a new page.
Add Bookmark
Add to Reading List
Add to Home Screen
Mail Link to this Page
Tweet
Print
Double-tap an item or pinch to zoom in or out.

View a webpage: Tap the address field (in the title bar), type the web address, then tap Go.

You can view webpages in portrait or landscape orientation.

Erase the text in the address field	Tap ⊗.
Scroll around a webpage	Drag up, down, or sideways.
Scroll within a frame on a webpage	Scroll with two fingers inside the frame.
Open a new page	Tap +. You can have up to nine pages open at a time.
Go to another page	Tap a tab at the top of the page.
Stop a webpage from loading	Tap ✕ in the address field.
Reload a webpage	Tap ↻ in the address field.
Close a page	Tap ✕ on the page's tab.

Protect private information and block some websites from tracking your behavior	Go to Settings > Safari and turn on Private Browsing.
Set options for Safari	Go to Settings > Safari.

Links

Follow a link on a webpage: Tap the link.

Open a link in a new tab	Touch and hold the link, then tap "Open in New Tab."
See a link's destination address	Touch and hold the link.

Detected data—such as phone numbers and email addresses—may also appear as links in webpages. Touch and hold a link to see the available options. See "Using links and detected data" on page 43.

Reading List

Reading List lets you collect links to webpages to read later.

Add a link to the current page to your reading list: Tap , then tap "Add to Reading List."

Add a link to your reading list: Touch and hold the link, then choose "Add to Reading List."

View your reading list	Tap , then tap Reading List.
Use iCloud to keep your Reading List up to date on your iOS devices and computers	Go to Settings > iCloud, then turn on Documents & Data. See "Using iCloud" on page 18.

Reader

Reader displays web articles without ads or clutter so you can read without distractions. On a webpage with an article, you can use Reader to view the text of the entire article in a continuous window.

View an article in Reader: Tap the Reader button, if it appears in the address field.

Adjust font size	Tap AA.
Bookmark, add to Reading List or Home Screen, share, or print the article	Tap .
Return to normal view	Tap Done.

Entering text and filling out forms

Enter text: Tap a text field to bring up the keyboard.

Move to another text field	Tap the text field, or tap Next or Previous.
Submit a form	Tap Go or Search, or the link on the page to submit the form, if available.

To enable AutoFill to help fill out forms, go to Settings > Safari > AutoFill.

Searching

The search field in the upper-right corner lets you search the web, and the current page or PDF.

Search the web, and the current page or searchable PDF: Enter text in the search field.

- *To search the web:* Tap one of the suggestions that appear, or tap Search.
- *To find the search text on the current page or PDF:* Scroll to the bottom of the screen, then tap the entry below On This Page.

  The first instance is highlighted. To find later occurrences, tap ▶.

Change the search engine	Go to Settings > Safari > Search Engine.

Bookmarks and history

When you save a bookmark, you can edit its title. Bookmarks are normally saved at the top level of Bookmarks. Tap Bookmarks to choose another folder.

Bookmark a webpage: Open the page, tap ⎙, then tap Add Bookmark.

View previous web pages (history): Tap 📖, then tap History. To clear the history, tap Clear.

Open a bookmarked webpage	Tap 📖.
Display the bookmarks bar	Tap the address field. To always show the bookmarks bar, go to Settings > Safari, under General.
Edit a bookmark or bookmark folder	Tap 📖, choose the folder that has the bookmark or folder you want to edit, then tap Edit.
Use iCloud to keep bookmarks up to date on your iOS devices and computers	Go to Settings > iCloud, then turn on Bookmarks. See "Using iCloud" on page 18.
Sync bookmarks with the web browser on your computer	See "Syncing with iTunes" on page 19.

Printing webpages, PDFs, and other documents

Print a webpage, PDF, or Quick Look document: Tap ⎙, then tap Print.

For more information, see "Printing a document" on page 32.

Web clips

You can create web clips, which appear as icons on the Home screen. When you open a web clip, Safari automatically zooms to the part of the webpage that was showing at the time you saved the web clip.

Add a web clip: Open the webpage and tap ⎙. Then tap "Add to Home Screen."

Unless the webpage has a custom icon, that image is also used for the web clip icon on the Home screen.

Web clips aren't synced by iTunes, but they're backed up by iTunes.

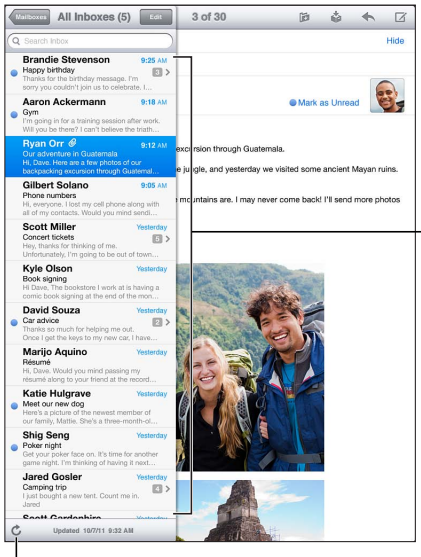
Mail

5

Checking and reading email

In Mail, the Mailboxes screen provides quick access to all your inboxes and other mailboxes.

When you open a mailbox, Mail retrieves and displays the most recent messages. You can set the number of messages retrieved, in Mail settings. See "Mail accounts and settings" on page 45.



Reveal the message list	In portrait mode, swipe from left to right to show the message list for the current mailbox. Then tap Mailboxes to go to the mailboxes list.
Organize messages by thread	Go to Settings > Mail, Contacts, Calendars. If you organize messages by thread, related messages appear as a single entry in the mailbox. See "Mail accounts and settings" on page 45.
Check for new messages	Choose a mailbox, or tap ↻ at any time.
Load more messages	Scroll to the bottom of the message list and tap Load More Messages.
Zoom in on part of a message	Double-tap an area of the message. Double-tap again to zoom out. Or pinch apart or together to zoom in or out.
Resize a column of text to fit the screen	Double-tap the text.

See all the recipients of a message	Tap Details. Tap a name or email address to see the recipient's contact information. Then tap a phone number or email address to contact the person.
Add an email recipient to your contacts list	Tap the message and, if necessary, tap Details to see the recipients. Then tap a name or email address and tap Create New Contact or "Add to Existing Contact."
Flag or mark a message as unread	Open the message and, if necessary, tap Details. Then tap Mark. To mark multiple messages as unread, see "Organizing mail" on page 44.
Open a meeting invitation	Tap the invitation. See "Responding to invitations" on page 68.

Working with multiple accounts

If you set up more than one account, the Accounts section of the Mailboxes screen lets you access those accounts. You can also tap All Inboxes to see all of your incoming messages in a single list. For information about adding accounts, see "Mail accounts and settings" on page 45.

When you compose a new message, tap the From field and select the account to send the message from.

Sending mail

You can send an email message to anyone who has an email address.

Compose a message: Tap ✎.

Add a recipient from Contacts	Type a name or email address in the To field, or tap ⊕.
Rearrange recipients	To move a recipient from one field to another, such as from To to Cc, drag the recipient's name to the new location.
Make text bold, italic, or underlined	Tap the insertion point to display the selection buttons, then tap Select. Drag the points to select the text that you want to style. Tap ▶, then tap B/I/U. Tap Bold, Italic, or Underline to apply the style.
Send a photo or video in an email message	In Photos, choose a photo or video, tap ⎋, then tap Email Photo or Email Video. You can also copy and paste photos and videos. To send multiple photos or videos, tap ⎋ while viewing thumbnails in an album. Tap to select the photos and videos, tap Share, then tap Email.
Save a draft of a message to finish later	Tap Cancel, then tap Save. The message is saved in the Drafts mailbox. Touch and hold ✎ to quickly access it.
Reply to a message	Tap ↩, then tap Reply. Files or images attached to the initial message aren't sent back. To include the attachments, forward it instead of replying.
Quote a portion of the message you're replying to or forwarding	Touch and hold to select text. Drag the grab points to select the text you want to include in your reply, then tap ↩. To change the indentation of quoted text, touch and hold to select text, then tap ▶. Tap Quote Level, then tap Increase or Decrease.
Forward a message	Open a message and tap ↩, then tap Forward.
Share contact information	In Contacts, choose a contact, tap Share Contact at the bottom of the Info screen.

Using links and detected data

iPad detects web links, phone numbers, email addresses, dates, and other types of information that you can use to open a webpage, create a pre-addressed email message, create or add information to a contact, or perform some other useful action. Detected data appears as blue underlined text.

Tap the data to use its default action, or touch and hold to see other actions. For example, for an address, you can display the location in Maps, or add it to Contacts.

Viewing attachments

iPad displays image attachments in many commonly used formats (JPEG, GIF, and TIFF) inline with the text in email messages. iPad can play many types of audio attachments, such as MP3, AAC, WAV, and AIFF. You can download and view files (such as PDF, webpage, text, Pages, Keynote, Numbers, Microsoft Word, Excel, and PowerPoint documents) that are attached to messages you receive.

View an attached file: Tap the attachment to open it in Quick Look. You may need to wait while it downloads before viewing.

Open an attached file	Touch and hold the attachment, then choose an app to open it. If none of your apps support the file, and it isn't one that Quick Look supports, you can see the name of the file but you can't open it.
Save an attached photo or video	Touch and hold the photo or video, then tap Save Image or Video. The item is saved to your Camera Roll album in the Photos app.

Quick Look supports the following document types:

.doc, .docx	Microsoft Word
.htm, .html	webpage
.key	Keynote
.numbers	Numbers
.pages	Pages
.pdf	Preview, Adobe Acrobat
.ppt, .pptx	Microsoft PowerPoint
.rtf	Rich Text Format
.txt	text
.vcf	contact information
.xls, .xlsx	Microsoft Excel

Printing messages and attachments

You can print email messages, and attachments that can be viewed in Quick Look.

Print an email message: Tap ↩, then tap Print.

Print an inline image	Touch and hold the image, then tap Save Image. Then open Photos and print the image from your Camera Roll album.
Print an attachment	Tap the attachment to view it in Quick Look, then tap ⬆ and tap Print.

For more information, see "Printing" on page 31.

Organizing mail

You can organize messages in any mailbox, folder, or search results window. You can delete or mark messages as read. You can also move messages from one mailbox or folder to another in the same account or between different accounts. You can add, delete, or rename mailboxes and folders.

Delete a message: Open the message and tap 🗑.

You can also delete a message directly from the mailbox message list by swiping left or right over the message title, then tapping Delete.

Some mail accounts support archiving messages instead of deleting them. When you archive a message, it's moved from your Inbox to All Mail. Turn archiving on or off in Settings > Mail, Contacts, Calendars.

Recover a message	Deleted messages are moved to the Trash mailbox. To change how long a message stays in the Trash before being deleted permanently, go to Settings > Mail, Contacts, Calendars. Then tap Advanced.
Delete or move multiple messages	While viewing a list of messages, tap Edit, select the messages you want to delete, then tap Move or Delete.
Move a message to another mailbox or folder	While viewing a message, tap 📁, then choose a mailbox or folder.
Add a mailbox	Go to the mailboxes list, tap Edit, then tap New Mailbox.
Delete or rename a mailbox	Go to the mailboxes list, tap Edit, then tap a mailbox. Enter a new name or location for the mailbox. Tap Delete Mailbox to delete it and all its contents.
Flag and mark multiple messages as read	While viewing a list of messages, tap Edit, select the messages you want, then tap Mark. Choose either Flag or Mark as Read.

Searching mail

You can search the To, From, Subject and body text of email messages. Mail searches the downloaded messages in the current mailbox. For iCloud, Exchange, and some IMAP mail accounts, you can also search messages on the server.

Search email messages: Open a mailbox, scroll to the top, and enter text in the Search field. Tap From, To, Subject, or All to choose which fields you want to search. If your mail account supports it, messages on the server are also searched.

Mail messages can also be included in searches from the Home screen. See "Searching" on page 30.

Mail accounts and settings

Accounts

For Mail and for your mail account account settings, go to Settings > Mail, Contacts, Calendars.

You can set up:

- Microsoft Exchange
- iCloud
- MobileMe
- Google
- Yahoo!
- AOL
- Microsoft Hotmail
- Other POP and IMAP mail systems

Some settings depend on the type of account you're setting up. Your service provider or system administrator can provide the information you need to enter.

Change an account's settings: Go to Settings > Mail, Contacts, Calendars, choose an account, then make the changes you want.

Stop using an account	Go to Settings > Mail, Contacts, Calendars, choose an account, then turn off an account service (such as Mail, Calendars, or Notes). If an account service is off, iPad doesn't display or sync information with the account service until you turn it back on. This is a good way to stop receiving work email while on vacation, for example.
Store drafts, sent messages, and deleted messages on iPad	Go to Settings > Mail, Contacts, Calendars, choose an account, then tap Advanced. Choose a location for Draft Mailbox, Sent Mailbox, or Deleted Mailbox.
Set how long before messages are removed permanently from Mail	Go to Settings > Mail, Contacts, Calendars, choose an account, then tap Advanced. Tap Remove, then choose a time: Never, or after one day, one week, or one month.
Adjust email server settings	Go to Settings > Mail, Contacts, Calendars, then choose an account. Ask your network administrator or Internet service provider for the correct settings.
Adjust SSL and password settings	Go to Settings > Mail, Contacts, Calendars, choose an account, then tap Advanced. Ask your network administrator or Internet service provider for the correct settings.
Turn Archive Messages on or off	Go to Settings > Mail, Contacts, Calendars, then choose an account. See "Organizing mail" on page 44.
Delete an account	Go to Settings > Mail, Contacts, Calendars, choose an account, then scroll down and tap Delete Account. All email and the contacts, calendar, and bookmark information synced with the account are removed from iPad.
Send signed and encrypted messages	Go to Settings > Mail, Contacts, Calendars, choose an account, then tap Advanced. Turn on S/MIME, then select certificates for signing and encrypting outgoing messages. To install certificates, obtain a configuration profile from your system administrator, download the certificates from the issuer's website using Safari, or receive them in Mail attachments.

Set other options for Mail	For settings that apply to all of your accounts, go to Settings > Mail, Contacts, Calendars.
Set Push settings	Go to Settings > Mail, Contacts, Calendars > Fetch New Data. Push delivers new information when iPad is connected to the Internet (some delays may occur). You might want to turn Push off to suspend delivery of email and other information, or to conserve battery life. When Push is off, use the Fetch New Data setting to determine how often data is requested. For optimal battery life, don't fetch too often.

Mail Settings

Mail settings, except where noted, apply to all your accounts on iPad.

Set options for mail: Go to Settings > Mail, Contacts, Calendars.

To change the tones played when mail is sent or received, go to Settings > Sounds.

Messages

6

Sending and receiving messages

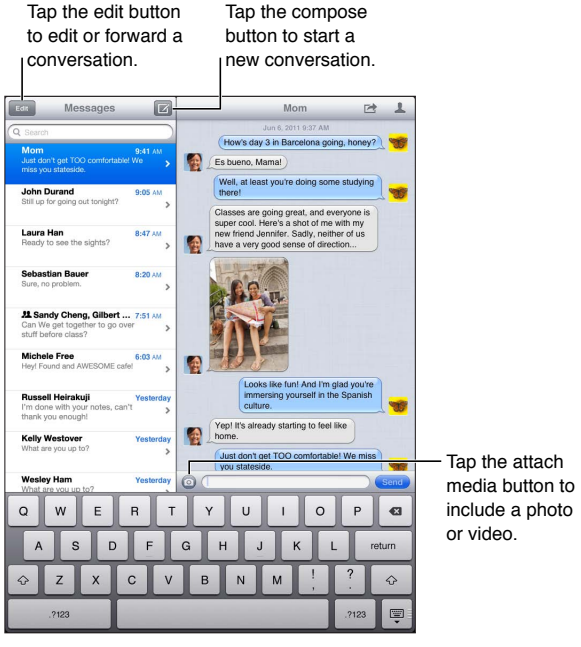
Using the Messages app and the built-in iMessage service, you can send text messages over Wi-Fi or cellular data connections to other iOS 5 users. Messages can include photos, videos, and other info, let you see when the other person is typing, and let others be notified when you've read their messages. Because iMessages are displayed on all of your iOS 5 devices logged in to the same account, you can start a conversation on one of your devices, then continue it on another device. iMessages are also encrypted.

Note: Cellular data charges or additional fees may apply.

Send a text message: Tap ✎, then tap ⊕ and choose a contact, search your contacts by entering a name, or enter a phone number or email address manually. Enter the message, then tap Send.

Note: An alert badge ⓘ appears if a message can't be sent. If the alert appears in the address field, make sure you enter the name, phone number, or email address of another iOS 5 user. In a conversation, tap the alert to try sending the message again.

Conversations are saved in the Messages list. A blue dot ● indicates unread messages. Tap a conversation to view or continue it. In an iMessage conversation, your outgoing messages are highlighted in blue.


Tap the edit button to edit or forward a conversation.
Tap the compose button to start a new conversation.
Edit
Messages
Mom
Search
Mom
9:41 AM
Just don't get TOO comfortable! We miss you stateside.
John Durand
9:05 AM
Still up for going out tonight?
Laura Han
8:47 AM
Ready to see the sights?
Sebastian Bauer
8:20 AM
Sure, no problem.
Sandy Cheng, Gilbert ...
7:51 AM
Can We get together to go over stuff before class?
Michele Free
6:03 AM
Hey! Found and AWESOME cafe!
Russell Heirakuji
Yesterday
I'm done with your notes, can't thank you enough!
Kelly Westover
Yesterday
What are you up to?
Wesley Ham
Yesterday
What are you up to?
Jun 6, 2011 9:37 AM
How's day 3 in Barcelona going, honey?
Es bueno, Mama!
Well, at least you're doing some studying there!
Classes are going great, and everyone is super cool. Here's a shot of me with my new friend Jennifer. Sadly, neither of us have a very good sense of direction...
Looks like fun! And I'm glad you're immersing yourself in the Spanish culture.
Yep! It's already starting to feel like home.
Just don't get TOO comfortable! We miss you stateside.
Send
Tap the attach media button to include a photo or video.

Use Emoji characters	Go to Settings > General > Keyboard > International Keyboards > Add New Keyboard, then tap Emoji to make that keyboard available. To enter Emoji characters when typing a message, tap to bring up the Emoji keyboard. See "Switching keyboards" on page 129.
Hide keyboard	Tap in the lower-right corner.
Resume a previous conversation	Tap the conversation in the Messages list, then enter a message and tap Send.
Display earlier messages in the conversation	Tap the status bar to scroll to the top, then tap Load Earlier Messages.
Receive iMessages using another email address	Go to Settings > Messages > Receive At > Add Another Email.
Follow a link in a message	Tap the link. A link may open a webpage in Safari, or let you add a phone number to your contacts, for example.
Forward a conversation	Select a conversation, then tap . Select parts to include, then tap Forward.
Add someone to your contacts list, or share a contact	Tap a phone number or email address in the Messages list, then tap .
Notify others when you've read their messages, and set other options for Messages	Go to Settings > Messages.
Manage notifications for messages	See "Notifications" on page 119.
Set the alert sound for incoming text messages	See "Side Switch" on page 125.

Sending messages to a group

Group messaging lets you send a message to multiple recipients.

Send messages to a group: Tap , then enter multiple recipients.

Sending photos, videos, and more

You can send photos, videos, locations, contact info, and voice memos.

Send a photo or video: Tap .

The size limit of attachments is determined by your service provider. iPad may compress photo and video attachments, if necessary.

Send a location	In Maps, tap for a location, tap Share Location, then tap Message.
Send contact info	In Contacts, choose a contact, tap Share Contact (below Notes), then tap Send Message.
Save a photo or video you receive to your Camera Roll album	Tap the photo or video, tap , then tap Save Image.
Copy a photo or video	Touch and hold the attachment, then tap Copy.
Save contact info you receive	Tap the contact bubble, then tap Create New Contact or "Add to Existing Contact."

Editing conversations

If you want to keep just part of a conversation, you can delete the parts you don't want. You can also delete entire conversations from the Messages list.

Edit a conversation: Tap Edit, select the parts to delete, then tap Delete.

Clear all text and attachments, without deleting the conversation	Tap Edit, then tap Clear All.
Delete a conversation	Swipe the conversation, then tap Delete.

Searching messages

You can search the content of conversations in the Messages list.

Search a conversation: Tap the search field, then enter the text you're looking for.

You can also search conversations from the Home screen. See "Searching" on page 30.

Camera

7

About Camera

With iPad 2, the built-in camera lets you take both still photos and videos. In addition to the back camera, there's also a front camera for FaceTime and self-portraits.

If Location Services is turned on, photos and videos are tagged with location data that can be used by some apps and photo-sharing websites. See "Location Services" on page 120.

Note: If Location Services is turned off when you open Camera, you may be asked to turn it on. You can use Camera without Location Services.

Taking photos and videos

Take a photo: Make sure the Camera/Video switch is set to , then aim iPad and tap . You can also take a photo by pressing the Volume Up button.

Record a video: Slide the Camera/Video switch to , then tap to start or stop recording, or press the Volume Up button.

When you take a photo or start a video recording, iPad makes a shutter sound. You can control the volume with the volume buttons or the Side Switch.

Note: In some areas, the shutter sound isn't silenced by the Side Switch.

Zoom in or out	Pinch the screen (back camera, in camera mode only).
Turn on the grid	Tap Options.
Set the exposure	Tap the person or object on the screen.
Lock the exposure	Touch and hold the screen until the rectangle pulses. AE Lock appears on the screen, and the exposure remains locked until you tap the screen again.
Take a screenshot	Press and release the Sleep/Wake button and the Home button ▢ at the same time. The screenshot is added to your Camera Roll album. ***Note:*** On an iPad without a camera, screenshots are added to the Saved Photos album.

Viewing, sharing, and printing

The photos and videos you take with Camera are saved in your Camera Roll album.

View your Camera Roll album: Flick from left to right, or tap the thumbnail image in the lower-left corner of the screen. You can also view your Camera Roll album in the Photos app.

To take more photos or videos, tap Done.

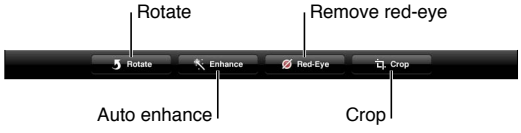
If you have iCloud Photo Stream turned on in Settings > iCloud, new photos also appear in your Photo Stream album, and are streamed to your other iOS devices and computers. See "Using iCloud" on page 18.

For more information about viewing and sharing photos and videos, see "Sharing photos and videos" on page 59 and "Uploading photos and videos to your computer" on page 52.

Show or hide the controls while viewing a full-screen photo or video	Tap the screen.
Email or text a photo or video	Tap ⎋.
Tweet a photo	View the photo full-screen, tap ⎋, then tap Tweet. To post a Tweet, you must be logged in to your Twitter account. Go to Settings > Twitter. To include your location, tap Add Location.
Print a photo	Tap ⎋. See "Printing a document" on page 32.
Delete a photo or video	Tap 🗑.

Editing photos

You can rotate, enhance, remove red-eye, and crop photos. Enhancing improves a photo's overall darkness or lightness, color saturation, and other qualities.



Edit a photo: While viewing a photo full-screen, tap Edit, then choose a tool.

With the red-eye tool, tap each eye to correct it. To crop, drag the corners of the grid, drag the photo to reposition it, then tap Crop. You can also tap Constrain when cropping, to set a specific ratio.

Trimming videos

You can trim the frames from the beginning and end of a video that you just recorded, or from any other video in your Camera Roll album. You can replace the original video, or save the trimmed version as a new video clip.

Trim a video: While viewing a video, tap the screen to display the controls. Drag either end of the frame viewer at the top of the video, then tap Trim.

Important: If you choose Trim Original, the trimmed frames are permanently deleted from the original video. If you choose "Save as New Clip," a new trimmed video clip is saved in your Camera Roll album, leaving the original video unaffected.

Uploading photos and videos to your computer

You can upload the photos and videos you take with Camera to photo applications on your computer, such as iPhoto on a Mac.

Upload photos and videos to your computer: Connect iPad to your computer using the Dock Connector to USB Cable.

- *Mac:* Select the photos and videos you want, then click the Import or Download button in iPhoto or other supported photo application on your computer.
- *PC:* Follow the instructions that came with your photo application.

If you delete the photos and videos from iPad when you upload them to your computer, they're removed from your Camera Roll album. You can use the Photos settings pane in iTunes to sync photos and videos to the Photos app on iPad (videos can be synced only with a Mac). See "Syncing with iTunes" on page 19.

Photo Stream

Photo Stream—a feature of iCloud—automatically sends copies of photos that you take on iPad to your other iOS devices and computers that are set up with iCloud and have Photo Stream turned on. Photos taken with your other devices that use Photo Stream automatically appear on iPad, in the Photo Stream album in Photos. See "Using iCloud" on page 18.

Turn on Photo Stream: Go to Settings > iCloud > Photo Stream.

Photos are sent when you leave the Camera app, once iPad is connected to the Internet via Wi-Fi. Photos sent from iPad include all photos added to your Camera Roll album, including photos downloaded from email and text messages, images saved from webpages, and screenshots. Photo Stream can share up to 1000 of your most recent photos across your iOS devices and computers.

FaceTime

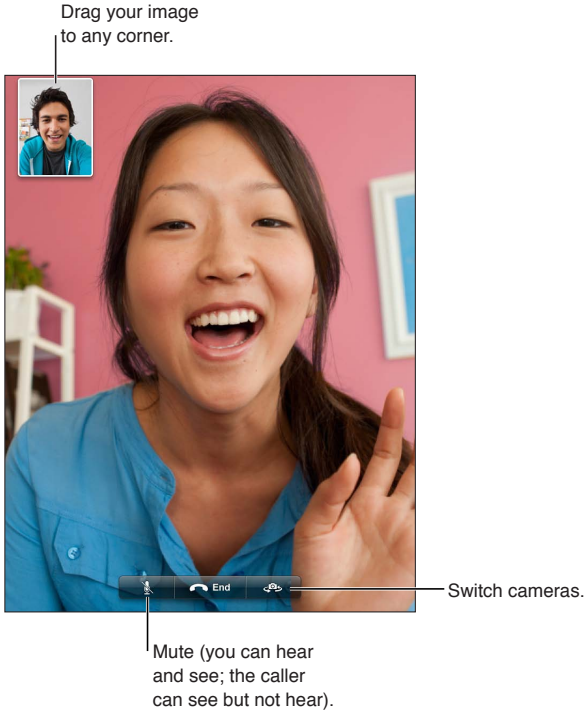
8

About FaceTime

FaceTime lets you make video calls over Wi-Fi. Use the front camera to talk face-to-face, or the back camera to share what you see around you.

To use FaceTime, you need iPad 2 and a Wi-Fi connection to the Internet. See "Network" on page 122. The person you call must also have an iOS device or computer that works with FaceTime.

Note: FaceTime may not be available in all areas.



Making a FaceTime call

To make a FaceTime call, choose someone from your contacts, favorites, or list of recent calls.

When you open FaceTime, you may be prompted to sign in using your Apple ID, or to create a new account.

Call a contact: Tap Contacts, choose a name, then tap the phone number or email address the person uses for FaceTime. FaceTime must be turned on in Settings > FaceTime.

Restart a recent call	Tap Recents, then choose the call from the list.
Add a favorite	Tap Favorites, then tap +, choose a contact and select the phone number or email address that the person uses for FaceTime.
Call a favorite	Tap Favorites, then tap a name in the list.
Add a contact	Tap Contacts, then tap +. For a contact outside your region, be sure to enter the complete number, including country code and area code.
Set options for FaceTime	Go to Settings > FaceTime.

While on a FaceTime call

While talking to someone using FaceTime, you can switch cameras, change the orientation of iPad, mute your microphone, move your picture-in-picture display, open another application, and finally, end your call.

Switch between the front and back cameras	Tap .
Change the orientation of iPad	Rotate iPad. The image your friend sees changes to match. To avoid unwanted orientation changes as you move, lock the iPad orientation. See "Viewing in portrait or landscape" on page 15.
Mute the call	Tap . Your friend can still see you, and you can still see and hear your friend.
Move your picture-in-picture display	Drag the inset window to any corner.
Use another app during a call	Press the Home button, then tap an app icon. You can still talk with your friend, but you can't see each other. To return to the call, tap the green bar at the top of the screen.
End the call	Tap **End**.

Photo Booth

9

About Photo Booth

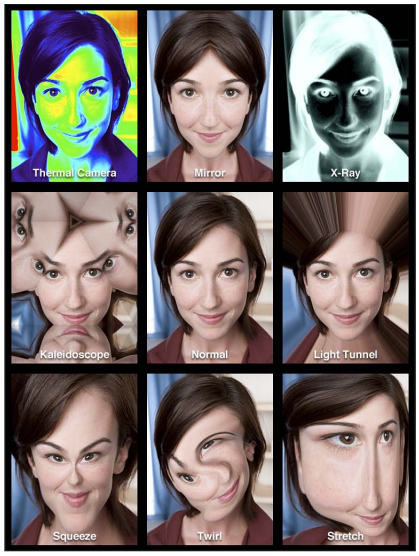
If your iPad has a camera, it's easy to take a photo using Photo Booth. Make your photo more interesting by applying an effect when you take it. Photo Booth works with both the front and back cameras.

Selecting an effect

Before you take a picture, you can select an effect to apply.

Select an effect: Tap , then tap the effect you want.

Distort an image: If you select a distortion effect, drag your finger across the screen to change the distortion. You can also pinch, swipe, or rotate the image to change the distortion.



Taking a photo

To take a Photo Booth photo, just aim iPad and tap.

Take a photo: Aim iPad and tap .

When you take a photo, iPad makes a shutter sound. You can use the volume buttons on the side of the iPad to control the volume of the shutter sound. You won't hear a sound if you set the Side Switch to silent. See "Buttons" on page 10.

Note: In some regions, sound effects are played even if the Side Switch is set to silent.

Switch between the front and back cameras: Tap at the bottom of the screen.

Review the photo you've just taken: Tap the thumbnail of your last shot. Swipe left or right to view more thumbnails.

If you don't see the controls, tap the screen to display them.

Delete a photo: Select a thumbnail, then tap .

Manage photos: Tap one or more thumbnails. Tap , then tap Email, Copy, or Delete.

Viewing and sharing photos

The photos you take with Photo Booth are saved in your Camera Roll album in the Photos app on iPad.

View photos in your Camera Roll album: In Photos, tap your Camera Roll album. To flip through the photos, tap the left or right button, or swipe left or right. See "Viewing photos and videos" on page 57.

You can use Mail to send a Photo Booth photo in an email message.

Email a photo: Tap a thumbnail to select the photo, or tap again to select more than one photo. Tap , then tap the Email button at the bottom of the screen.

Mail opens and creates a new message with the photo attached.

Uploading photos to your computer

Upload the photos you take with Photo Booth to photo applications on your computer, such as iPhoto on a Mac.

Upload photos to your computer: Connect iPad to your computer.

- *Mac:* Select the photos to upload, then click the Import or Download button in iPhoto or other supported photo application on your computer.
- *PC:* Follow the instructions that came with your photo application.

If you delete the photos from iPad when you upload them to your computer, they're removed from your Camera Roll album. You can use the Photos settings pane in iTunes to sync photos to the Photos app on iPad.

Photos

10

Viewing photos and videos

Photos lets you view photos, and videos that you capture on or sync to iPad, in your:

- Camera Roll album—shots you take with the built-in camera, or save from an email, text message, or webpage
- Photo Stream album—photos streamed from iCloud
- Last Import album—photos and videos imported from a digital camera, iOS device, or SD memory card (see "Importing photos and videos" on page 60)
- Photo Library and other albums synced from your computer

Note: On an iPad without a camera, the Camera Roll album is named Saved Photos.

Edit the photo.
Play a slideshow.
Delete the photo.
Stream slideshow to an HDTV using AirPlay.
Share the photo, assign it to a contact, use it as wallpaper, or print it.
Tap the screen to display the controls.
Select a photo to view.

View photos and videos: Tap one of the buttons at the top of the screen. For example, tap Albums, then tap an album to see its thumbnails. Tap a thumbnail to see the photo or video full-screen.

You can also pinch to open or close an album, view a photo or video full-screen, or return to thumbnail view.

Albums you sync with iPhoto 8.0 (iLife '09) or later, or Aperture v3.0.2 or later, can be viewed by events or by faces. You can also view photos by location, if they were taken with a camera that supports geotagging.

Show or hide the controls	Tap the full-screen photo or video.
See the next or previous photo or video	Flick left or right.
Zoom in or out	Double-tap or pinch.
Pan a photo	Drag the photo.
Play a video	Tap ▶ in the center of the screen.
Stream a video to an HDTV	See "Using AirPlay" on page 35.
Edit photos or trim videos	See "Editing photos" or "Trimming videos" on page 52.

Viewing slideshows

View a slideshow: Tap Slideshow. Select slideshow options, then tap Start Slideshow.

Stream a slideshow to an HDTV	See "Using AirPlay" on page 35.
Stop a slideshow	Tap the screen.
Set additional options	Go to Settings > Photos.

Organizing photos and videos

You can create, rename, and delete albums on iPad to help you organize your photos and videos.

Create an album: When viewing albums, tap Edit, then tap Add. Select photos to add to the new album, then tap Done.

Note: Albums created on iPad aren't synced back to your computer.

Rename an album	Tap Edit, then select an album.
Rearrange albums	Tap Edit, then drag ☰ up or down.
Delete an album	Tap Edit, then tap ⊖.

Sharing photos and videos

Send a photo or video in an email, text message, or Tweet: Choose a photo or video, then tap . If you don't see , tap the screen to show the controls.

To post a Tweet, you must be logged in to your Twitter account. Go to Settings > Twitter.

The size limit of attachments is determined by your service provider. iPad may compress photo and video attachments, if necessary.

Send multiple photos or videos	While viewing thumbnails, tap , select the photos or videos, then tap Share.
Copy a photo or video	Tap , then tap Copy.
Copy multiple photos or videos	Tap , select the photos and videos, then tap Copy.
Paste a photo or video in an email or text message	Touch and hold where you want to place the photo or video, then tap Paste.
Save a photo or video from an email message	Tap to download the item if necessary, tap the photo or touch and hold the video, then tap Save.
Save a photo or video from a text message	Tap the image in the conversation, tap , than tap Save.
Save a photo from a webpage	Touch and hold the photo, then tap Save Image.

Photos and videos that you receive, or that you save from a webpage, are saved to your Camera Roll album (or to Saved Photos, on an iPad with no camera).

Printing photos

Print a photo: Tap , then tap Print.

Print multiple photos: While viewing a photo album, tap . Select the photos you want to print, then tap Print.

For more information, see "Printing" on page 31.

Using Picture Frame

When iPad is locked, you can display a slideshow of all, or selected albums, of your photos.

Start Picture Frame: Press the Sleep/Wake button to lock iPad, press the button again to turn the screen on, then tap .

Pause the slideshow	Tap the screen.
Stop the slideshow	Pause the slideshow, then tap .
Set options for Picture Frame	Go to Settings > Picture Frame.
Turn off Picture Frame	Go to Settings > General > Passcode Lock.

Importing photos and videos

With the iPad Camera Connection Kit (sold separately), you can import photos and videos directly from a digital camera, another iOS device with a camera, or from an SD memory card.

Import photos:

1. Insert the SD Card Reader or Camera Connector, included in the iPad Camera Connection Kit, into the iPad dock connector.
   - *To connect a camera or iOS device:* Use the USB cable that came with the camera or iOS device, and connect it to the USB port on the Camera Connector. If you're using an iOS device, make sure it's turned on and unlocked. To connect a camera, make sure the camera is turned on and in transfer mode. For more information, see the documentation that came with the camera.
   - *To use an SD memory card:* Insert the card in the slot on the SD Card Reader. Don't force the card into the slot; it fits only one way.

   For more information, see the iPad Camera Connection Kit documentation.
2. Unlock iPad.
3. The Photos app opens and displays the photos and videos that are available for importing.
4. Select the photos and videos you want to import.
   - *To import all the items:* Tap Import All.
   - *To import just some of the items:* Tap the ones you want to include (a checkmark appears on each), tap Import, then select Import Selected.
5. After the photos are imported, keep or delete the photos and videos on the card, camera, or iOS device.
6. Disconnect the SD Card Reader or Camera Connector.

   To view the photos, look in the Last Import album. A new Event contains all the photos that were selected for import.

   To transfer the photos to your computer, connect iPad to your computer and import the images with a photo application such as iPhoto or Adobe Elements.

Videos

11

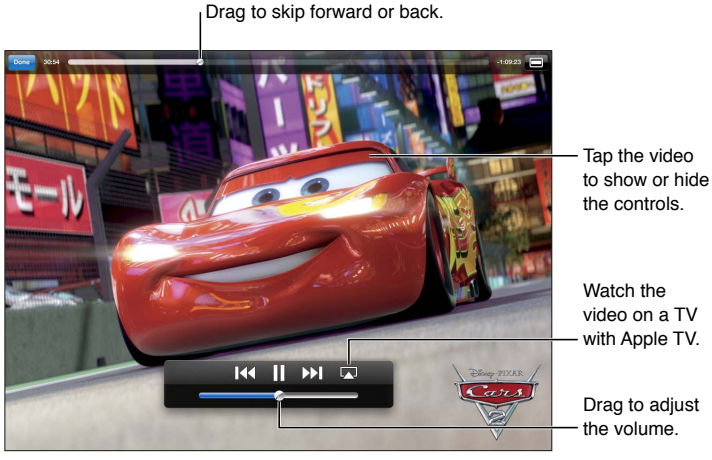
About Videos

You can use iPad to view movies, music videos, video podcasts, and, if they're available in your area, TV shows. iPad also supports special features such as chapters, subtitles, alternate audio, and closed captioning.

You can rent or purchase videos from the iTunes Store, and you can use a video adapter cable to watch videos on a TV or projector. If you have an Apple TV, you can use AirPlay to watch the videos wirelessly on a TV.

Playing videos

Play a video: Tap Videos, then tap a category of videos, such as Movies. Tap the video you want to watch. If the video has chapters, tap Chapters, and then tap a chapter title, or just tap ▶.


Drag to skip forward or back.
Tap the video to show or hide the controls.
Watch the video on a TV with Apple TV.
Drag to adjust the volume.

Cars 2 will be available on iTunes beginning November 1, 2011. *Cars 2* © Disney/Pixar.

Show or hide the playback controls	While a video is playing, tap the screen.
Adjust the volume	Drag the volume slider, or use the volume buttons on the side of iPad or the buttons on a compatible headset.
Watch widescreen	Rotate iPad.
Scale a video to fill the screen or fit to the screen	Double-tap the screen. Or, tap ⛶ to make the video fill the screen, or tap ▭ to make it fit the screen.

Pause or resume playback	Tap ⏸ or ▶, or press the center button (or equivalent button) on a compatible headset.
Start over from the beginning	If the video contains chapters, drag the playhead along the scrubber bar all the way to the left. If there are no chapters, tap ⏮. If you're less than 5 seconds into the video, the previous video in your library opens.
Skip to a specific chapter	Tap Done, tap Chapters, then choose a chapter. (Not always available.)
Skip to the next chapter	Tap ⏭ or press the center button (or equivalent button) on a compatible headset twice quickly. (Not always available.)
Skip to the previous chapter	Tap ⏮ or press the center button (or equivalent button) on a compatible headset three times quickly. If you're less than 5 seconds into the video, the previous video in your library opens. (Not always available.)
Rewind or fast-forward	Touch and hold ⏮ or ⏭.
Skip to any point in a video	Drag the playhead along the scrubber bar. Slide your finger down to adjust the scrub rate from fast to slow.
Stop watching a video	Tap Done.
Play a video on Apple TV using AirPlay	Tap AirPlay and choose an Apple TV. See "Watching videos on a TV" on page 62.
Select a different audio language	Tap 💬, then choose a language from the Audio list. (Not always available.)
Show or hide subtitles	Tap 💬, then choose a language, or Off, from the Subtitles list. (Not always available.)
Show or hide closed captioning	Go to Settings > Video. (Not always available.)

Watching rented movies

You can rent movies in standard-definition or high-definition format from the iTunes Store and watch them on iPad. You can download rented movies to iPad, or transfer them to iPad from iTunes on your computer. (Rented movies aren't available in all areas.)

A movie must be completely downloaded before you can watch it. You can pause a download and continue it later. Rented movies expire after a certain number of days, and once you start a movie, you have a limited amount of time to finish watching it. Movies are automatically deleted when they expire. Before renting a movie, check the iTunes Store for the expiration time.

View a rented movie: Tap Movies, tap the video you want to watch, then select a chapter or just tap ▶. If you don't see the video in your list, it might still be downloading.

Transfer rented movies to iPad: Connect iPad to your computer. Then select iPad in the iTunes sidebar, click Movies, and select the rented movies you want to transfer. Your computer must be connected to the Internet. Movies rented on iPad cannot be transferred to a computer.

Watching videos on a TV

You can stream videos wirelessly to your TV using AirPlay and Apple TV, or connect iPad to your TV using one of the following cables:

- Apple Digital AV Adapter and an HDMI cable
- Apple Component AV Cable
- Apple Composite AV Cable
- Apple VGA Adapter and a VGA cable

Apple cables are available for purchase in many countries. Go to www.apple.com/store or check with your local Apple retailer.

Stream videos using AirPlay: Start video playback, then tap and choose your Apple TV from the list of AirPlay devices. If doesn't appear or if you don't see Apple TV in the list of AirPlay devices, make sure it's on the same wireless network as iPad. For more information, see "Using AirPlay" on page 35.

While video is playing, you can exit Videos and use other apps. To return playback to iPad, tap and choose iPad.

Stream videos using a cable: Use the cable to connect iPad to your TV or AV receiver and select the corresponding input.

Connect using an Apple Digital AV Adapter	Attach the Apple Digital AV Adapter to the iPad Dock connector. Use an HDMI cable to connect the HDMI port of the adapter to your TV or receiver. To keep iPad charged while watching videos, use an Apple Dock Connector to USB Cable to connect the 30-pin port of the adapter to your iPad USB Power Adapter.
Connect using an AV cable	Use the Apple Component AV Cable, Apple Composite AV Cable, or other authorized iPad-compatible cable. You can also use these cables with the Apple Universal Dock to connect iPad to your TV. You can use the dock's remote to control playback.
Connect using a VGA Adapter	Attach the VGA Adapter to the iPad Dock connector. Connect the VGA Adapter with a VGA cable to a compatible TV, projector, or VGA display.

With iPad 2, when the cable is connected to a TV or projector, the iPad screen is automatically mirrored on the external display in up to 1080p resolution, and videos play at a maximum resolution of 720p. Some apps such as Keynote may use the external display as a second video monitor. With previous iPad models, only certain applications (including YouTube, Videos, and Photos) use the external display.

You can also mirror the iPad 2 screen on a TV wirelessly, using AirPlay Mirroring and Apple TV. See "Using AirPlay" on page 35.

If you use the Apple Digital AV Adapter or the Apple Component AV Cable, high-resolution videos are shown in HD quality.

Deleting videos from iPad

To save space, you can delete videos from iPad.

Delete a video: In the videos list, tap and hold a movie until the delete button appears, then tap . Tap Cancel or Home when you finish deleting videos.

When you delete a video (other than rented movies) from iPad, it isn't deleted from your iTunes library on your computer, and you can sync the video back to iPad later. If you don't want to sync the video back to iPad, set iTunes to not sync the video. See "Syncing with iTunes" on page 19.

Important: If you delete a rented movie from iPad, it's deleted permanently and can't be transferred back to your computer.

Using Home Sharing

Home Sharing lets you play music, movies, and TV shows on iPad from the iTunes library on your Mac or PC. See "Home Sharing" on page 87.

YouTube

12

About YouTube

YouTube lets you watch short videos submitted by people from around the world. Some YouTube features require a YouTube account. To set up an account, go to www.youtube.com.

To use YouTube, iPad must have an Internet connection. See "Network" on page 122.

Note: YouTube isn't available in all languages and locations.

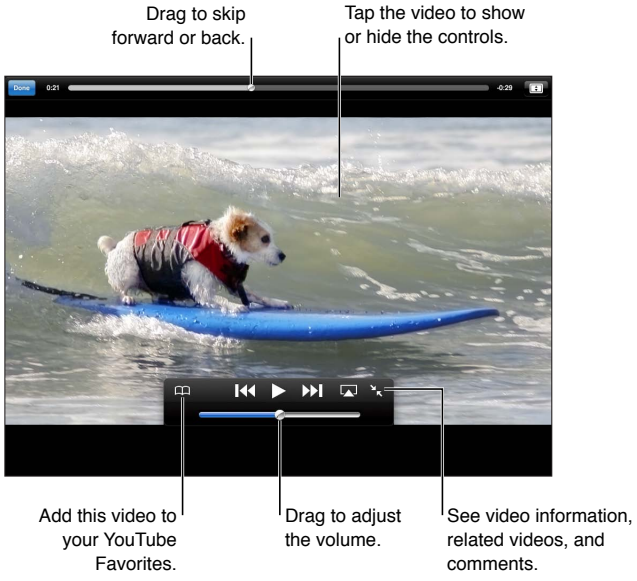
Browsing and searching for videos

Browse videos: Tap any browse button at the bottom of the screen.

Search for a video	Tap the search field, type a word or phrase, and tap Search.
See more videos from this YouTube user	While watching full-screen, tap the screen to see the controls, and then tap . In the sidebar, tap "More From." You must be signed in to a YouTube account.
See videos similar to this one	In the sidebar, tap "Related."

Playing videos

Watch a video: Tap any video as you browse. Playback starts when enough of the video is downloaded to iPad. Tap ▶ to start the video sooner.


Drag to skip forward or back.
Tap the video to show or hide the controls.
Add this video to your YouTube Favorites.
Drag to adjust the volume.
See video information, related videos, and comments.

Show or hide the video controls	Tap the screen.
Adjust the volume	Drag the volume slider, or use the iPad volume buttons or the volume buttons on a compatible headset.
Watch full-screen	Rotate iPad to landscape orientation. If you still see video information, tap ⤡.
Switch between filling the screen and fitting the screen width	While watching full-screen, double-tap the video. You can also tap ⛶ to make the video fill the screen, or ▭ to make it fit the screen. If you don't see these controls, the video already fits the screen perfectly.
Pause or resume playback	Tap ⏸ or ▶. You can also press the center button (or equivalent button) on a compatible headset.
Start over from the beginning	Tap ⏮ while the video is playing. If you've watched less than five seconds of the video, you'll skip instead to the previous video in the list.
Scan forward or back	Touch and hold ⏮ or ⏭.
Skip to any point	Drag the playhead along the scrubber bar. Slide your finger down to adjust the scrub rate from fast to slow.
Skip to the next or previous video in a list	Tap ⏭ to skip to the next video. Tap ⏮ twice to skip to the previous video. If you've watched less than five seconds of the video, tap only once.
Stop watching a video	Tap Done.
Play a video on Apple TV using AirPlay	Tap ⎚ and choose Apple TV. For information, see "Using AirPlay" on page 35.

Keeping track of videos you like

Show the controls for managing videos: While watching a full-screen video, tap to display the playback controls, then tap .

Add a video to Favorites	Tap Add, then select Favorites. If you're watching the video, tap .
Add a video to a playlist	Tap Add, then select the playlist. If you don't see your playlists, sign in.
Subscribe to videos by this YouTube user	Tap More From, then tap Subscribe. You must be signed in to a YouTube account.
Delete a favorite	Tap Favorites, then tap Edit.
Delete a video from a playlist or an entire playlist	Tap Playlists, then tap Edit.
Flag a video	Tap .

Sharing videos, comments, and ratings

Show the controls for sharing, rating, and commenting: While watching a full-screen video, tap to display the controller, then tap .

Rate a video	Tap Like or Dislike. You must be signed in to a YouTube account.
Add a comment	Tap Comments, then tap the comment field. You must be signed in to a YouTube account.
Add a video to Favorites or a playlist	Tap Add, then select Favorites or a playlist.
Email a link to a video	Tap Share.
Flag a video	Tap the movie to display the toolbar, then tap .
Send your own video to YouTube	Open the Photos app, select the video, then tap .

Watching YouTube on a TV

If you have an Apple TV, you can use AirPlay to watch YouTube videos on a TV. See "Playing videos" on page 65.

You can also use a cable to connect iPad to your TV or a projector. See "Watching videos on a TV" on page 62.

Calendar

13

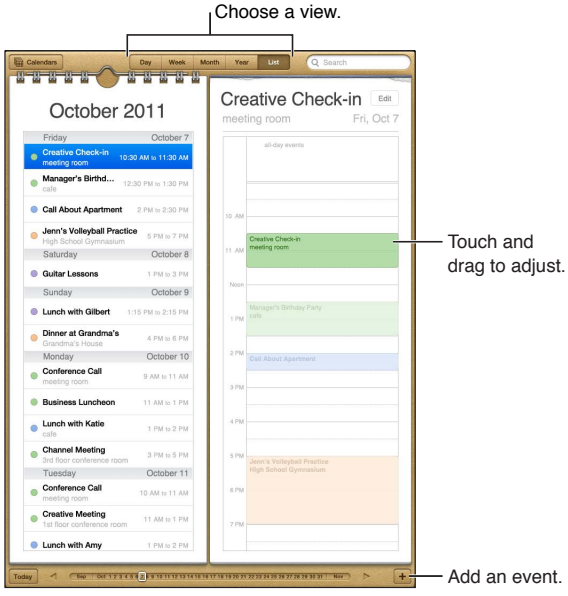
About Calendar

Calendar makes it easy to stay on schedule. You can view individual calendars, or several calendars at once. You can view your events by day, by month, or in a list. You can search the titles, invitees, locations, and notes of events. If you enter birthdays for your contacts, you can view those birthdays in Calendar.

You can also make, edit, or cancel events on iPad, and sync them back to your computer. You can subscribe to iCloud, Google, Yahoo!, or iCal calendars. If you have a Microsoft Exchange or iCloud account, you can receive and respond to meeting invitations.

Viewing your calendars

You can view calendars individually or as a combined calendar, making it easy to manage work and family calendars at the same time.



Change views: Tap List, Day, Year, or Month.

View the Birthdays calendar	Tap Calendars, then tap Birthdays to include birthdays from your Contacts with your events.
See the details of an event	Tap the event. You can tap information about the event to get more details. For example, if an address for the location is specified, tap it to open Maps.
Edit or delete a calendar	Tap Calendars, then tap Edit.
Select calendars to view	Tap Calendars, then tap to select the calendars you want to view. The events for all selected calendars appear in a single calendar on iPad.

Adding events

You can add and update calendar events directly on iPad.

Add an event: Tap + and enter event information, then tap Done.

You can also touch and hold to add a new event to an empty spot on a calendar. Drag the grab points to adjust the event's duration.

Set an alert	Tap Alert, then set an alert for 5 minutes to two days before the event.
Set a default alert for events	Go to Settings > Mail, Contacts, Calendar > Default Alert Times.
Update an event	Tap Edit, then change event information. To adjust an event's time or duration, touch and hold the event to select it. Then drag it to a new time, or drag the grab points to change its duration.
Delete an event	Tap the event, tap Edit, then scroll down and tap Delete Event.
Invite others to an event	Tap Invitees to select people from Contacts. Requires an iCloud, Microsoft Exchange, or CalDAV account.

Responding to invitations

If you have an iCloud, Microsoft Exchange, or a supported CalDAV account you can receive and respond to meeting invitations from people in your organization. When you receive an invitation, the meeting appears in your calendar with a dotted line around it, and appears in the lower-right corner of the screen.

Respond to an invitation: Tap a meeting invitation in the calendar, or tap to display the Event screen and tap the invitation.

See the organizer's contact information	Tap "invitation from."
See other invitees	Tap Invitees. Tap a name to see the person's contact information.
Add comments in reply	Tap Add Comments. Your comments are visible to the organizer but not to other attendees. Comments may not be available, depending on the calendar service you're using.
Set your availability	Tap Availability and select "busy" or "free." Busy identifies the time as reserved when someone invites you to a meeting.

Searching calendars

In List view, you can search the titles, invitees, locations, and notes fields of the events in your calendars. Calendar searches the events for the calendars you're currently viewing.

Search for events: Tap List, then enter text in the search field.

Calendar events can also be included in searches from the Home screen. See "Searching" on page 30.

Subscribing to calendars

You can subscribe to calendars that use the iCalendar (.ics) format. Many calendar-based services support calendar subscriptions, including iCloud, Yahoo!, Google, and the Mac OS X iCal application.

Subscribed calendars are read-only. You can read events from subscribed calendars on iPad, but you can't edit them or create new events.

Subscribe to a calendar: Go to Settings > Mail, Contacts, Calendars, then tap Add Account. Tap Other, then tap Add Subscribed Calendar.

You can also subscribe to an iCal (or other .ics) calendar published on the web by tapping a link to the calendar.

Importing calendar events from Mail

You can add events to a calendar by importing a calendar file from an email message. You can import any standard .ics calendar file.

Import events from a calendar file: In Mail, open the message and tap the calendar file.

Syncing calendars

You can sync Calendar in these ways:

- *In iTunes:* Use the device settings panes to sync with iCal or Microsoft Entourage on a Mac, or with Microsoft Outlook 2003, 2007, or 2010 on a PC, when you connect iPad to your computer.
- *In Settings:* Turn on Calendars in your iCloud, Microsoft Exchange, Google, or Yahoo! accounts to sync your calendar information over the Internet, or to set up a CalDAV account if your company or organization supports it. See "Setting up mail and other accounts" on page 17.

Calendar accounts and settings

There are several settings available for Calendar and your calendar accounts. Go to Settings > Mail, Contacts, Calendars.

Calendar accounts are also used to sync to-do items for Reminders.

Add a CalDAV account: Go to Settings > Mail, Contacts, Calendars, tap Add an Account, then tap Other. Under Calendars, tap Add CalDAV Account.

These options apply to all of your calendars:

Set calendar alert tones	Go to Settings > Sounds > Calendar Alerts.
Sync past events	Go to Settings > Mail, Contacts, Calendars > Sync, then choose a time period. Future events are always synced.
Set alerts to sound when you receive a meeting invitation	Go to Settings > Mail, Contacts, Calendars, and tap "New Invitation Alerts."
Turn on Calendar time zone support	Go to Settings > Mail, Contacts, Calendars > Time Zone Support, then turn on Time Zone Support.
Set a default calendar	Go to Settings > Mail, Contacts, Calendars > Default Calendar.
Use iCloud to keep Calendar up to date on your iOS devices and computers	Go to Settings > iCloud, then turn on Calendar. See "Using iCloud" on page 18.

Important: When Time Zone Support is on, Calendar displays event dates and times in the time zone of the city you selected. When Time Zone Support is off, Calendar displays events in the time zone of your current location as determined by your Internet connection. When you travel, iPad may not display events or sound alerts at the correct local time. To manually set the correct time, see "Date & Time" on page 125.

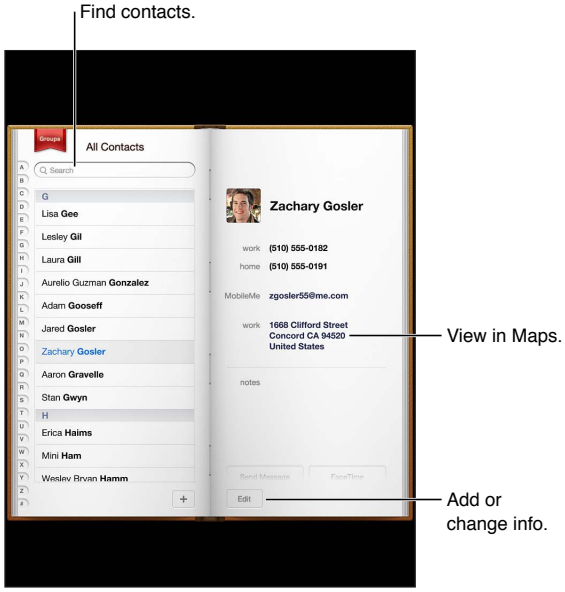
Contacts

14

iPad lets you easily access and edit your contact lists from personal, business, and organizational accounts.

About Contacts

Contacts lets you easily access and edit your contact lists from personal, business, and organizational accounts. You can search across all of your groups, and the information in Contacts is automatically accessed to make addressing emails quick and easy.



Syncing contacts

You can add contacts in the following ways:

- Access your iCloud contacts. See "Using iCloud" on page 18.
- In iTunes, sync contacts from Google or Yahoo!, or sync with applications on your computer. See "Syncing with iTunes" on page 19.
- Set up a Microsoft Exchange account on iPad, with Contacts enabled. See "Setting up mail and other accounts" on page 17.
- Set up an LDAP or CardDAV account to access business or school directories. See "Setting up mail and other accounts" on page 17.
- Enter contacts directly on iPad. See "Adding and editing contacts" on page 72.

Searching contacts

You can search titles and first, last, and company names in your contacts on iPad. If you have a Microsoft Exchange account, an LDAP account, or a CardDAV account you can also search those contacts.

Search contacts: In Contacts, tap the search field and enter your search.

Search a GAL	Tap Groups, tap Directories at the bottom of the list, then enter your search.
Search an LDAP server	Tap Groups, tap the LDAP server name, then enter your search.
Search a CardDAV server	Tap Groups, tap the searchable CardDAV group at the bottom of the list, then enter your search.
Save contact information from a GAL, LDAP, or CardDAV server	Search for the contact you want to add, then tap Add Contact.

Contacts can also be found through searches from the Home screen. See "Searching" on page 30.

Adding and editing contacts

Add a contact on iPad: Tap Contacts and tap +. If + isn't visible, make sure you're not viewing an LDAP, CalDAV, or GAL contacts list; you can't add contacts to those.

Edit contact information: Choose a contact, then tap Edit.

Add a new field	Tap ⊕ Add Field.
Add a contact's Twitter username	Tap ⊕ Add Field, then tap Twitter.
Change a field label	Tap the label and choose a different one. To add a new label, scroll to the bottom of the list and tap Add Custom Label.
Change the ringtone or text tone for the contact	Tap the ringtone or text tone field, then choose a new sound in Settings > Sounds.
Delete an item	Tap ⊖, then tap Delete.
Assign a photo to a contact	In edit mode, tap Add Photo or tap the existing photo. You can choose to take a photo with the camera, or use an existing photo. To import photos from your contacts' Twitter profiles, go to Settings > Twitter. Sign in to your Twitter account, then tap Update Contacts.
Delete a contact	In Contacts, choose a contact, than tap Edit. Scroll down and tap Delete Contact.

Contacts accounts and settings

You can add additional Contacts accounts and adjust the way contact names are sorted and displayed.

Add a Contact account: Go to Settings > Mail, Contacts, Calendars, then tap Add Account.

To change Contact settings, go to Settings > Mail, Contacts, Calendars for these options:

Set how contacts are sorted	Tap Sort Order and choose to sort by first or last name.
Set how contacts are displayed	Tap Display Order and choose to display by first or last name.
Setting your My Info card	Tap My Info, then select the contact card with your name and information from the list. The My Info card is used by Safari and other apps.
Set a default Contacts account	Tap Default Account, then select an account. New contacts you create without specifying another account are stored here.
Use iCloud to keep Contacts up to date on your iOS devices and computers	Go to Settings > iCloud, then turn on Contacts. See "Using iCloud" on page 18.

Notes

15

About Notes

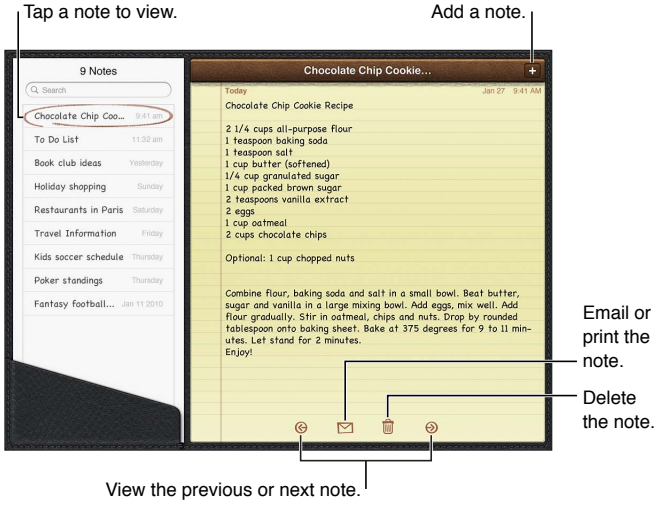
With its large display and onscreen keyboard, iPad makes jotting notes easy. iCloud makes notes you type on iPad available on all your other iOS devices and computers.

You can read and write notes in landscape or portrait orientation. In portrait orientation, tap Notes to view a list of your notes. In landscape orientation, the list of notes appears on the left, and the current note is circled in red.

Writing and reading notes

Notes are listed by last-modified date, with the most recent note at the top. The list shows the first few words of each note. Tap a note in the list to read or edit it.

Add a note: Tap +, type the note, then tap Done.


Tap a note to view.
Add a note.
9 Notes
Search
Chocolate Chip Coo... 9:41 am
To Do List 11:32 am
Book club ideas Yesterday
Holiday shopping Sunday
Restaurants in Paris Saturday
Travel Information Friday
Kids soccer schedule Thursday
Poker standings Thursday
Fantasy Football... Jan 11 2010
Chocolate Chip Cookie...
Today
Jan 27 9:41 AM
Chocolate Chip Cookie Recipe
2 1/4 cups all-purpose flour
1 teaspoon baking soda
1 teaspoon salt
1 cup butter (softened)
1/4 cup granulated sugar
1 cup packed brown sugar
2 teaspoons vanilla extract
2 eggs
1 cup oatmeal
2 cups chocolate chips
Optional: 1 cup chopped nuts
Combine flour, baking soda and salt in a small bowl. Beat butter, sugar and vanilla in a large mixing bowl. Add eggs, mix well. Add flour gradually. Stir in oatmeal, chips and nuts. Drop by rounded tablespoon onto baking sheet. Bake at 375 degrees for 9 to 11 minutes. Let stand for 2 minutes.
Enjoy!
Email or print the note.
Delete the note.
View the previous or next note.

Read a note: Tap the note in the list, or tap ➡ or ⬅ to see the next or previous note.

Edit a note	Tap anywhere on the note to bring up the keyboard. Edit the note, then tap Done.
Change the font	Go to Settings > Notes.
Delete a note	Tap 🗑 at the bottom of the note.
Use iCloud to keep your notes up to date on your devices and computers	Go to Settings > iCloud and turn on Notes (it's on by default). See "Using iCloud" on page 18.

Searching notes

You can search the text of notes to find a particular note.

Search for notes: Enter text in the search field that appears at the top of the notes list. In portrait orientation, tap Notes to display the notes list.

Search results appear as you type. Tap the keyboard button to dismiss the keyboard and see more results. To view a note, tap it in the search results list.

Printing or emailing notes

Print or email a note: Tap the note, then tap .

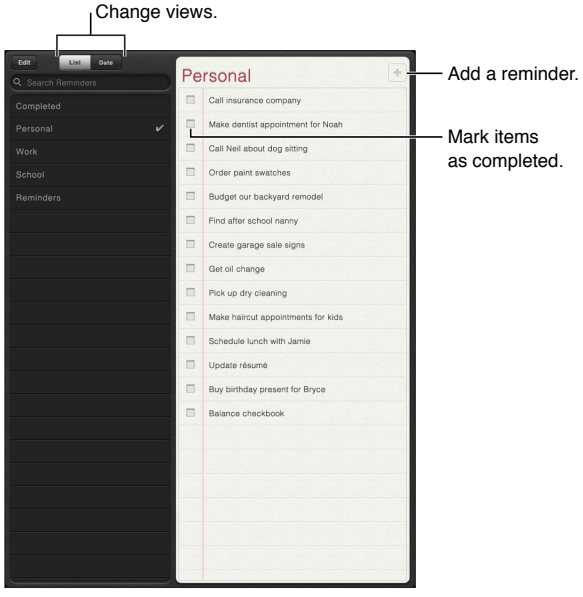
To email a note, iPad must be set up for email. See "Sending mail" on page 42.

Reminders

16

About Reminders

Reminders lets you organize your life—complete with due dates and lists. Reminders works with your calendar accounts, so changes you make update automatically on all your iOS devices and computers.



Switch between list view and date view: At the top of the screen, tap List or Date.

Setting a reminder

Add a reminder: In Reminders, tap +, then enter a description and tap Done.

After you add a reminder, you can fine-tune its settings:

Set a day or time for a reminder	Tap the reminder, then tap Remind Me. Turn on "On a Day" then set the date and time you want to be reminded. Reminders that are due are displayed in Notification Center.
Add notes to a reminder	Tap the reminder, then tap Show More. Tap Notes.
Move a reminder to another list	Tap the reminder, then tap Show More. Tap List and choose a new list. To create or edit lists, see "Managing reminders in list view" on page 77.
Delete a reminder	Tap a reminder, tap Show More, then tap Delete.
Edit a reminder	Tap a reminder, then tap its name.
Mark a reminder as completed	Tap the box next to the reminder so that a checkmark appears. Completed reminders are shown in the Completed list. See "Managing completed reminders" on page 78.
Set the tone played for reminders	Go to Settings > Sound.
Use iCloud to keep Reminders up to date on your iOS devices and computers	Go to Settings > iCloud, then turn on Reminders. See "Using iCloud" on page 18.

Managing reminders in list view

Organizing reminders in to lists makes it easy to keep your work, personal, and other to-dos separate from each other. Reminders comes with one list for active reminders, plus a built-in list of completed items. You can add other lists of your own.

Create a list: At the top of the screen, tap List, then tap Edit.

Switch between lists	In list view, tap the list you want to view.
View completed items	In list view, tap Completed.
Change the order of lists	In list view, tap Edit. Drag ☰ next to a list to change the order. You can't move a list to a different account, and you can't change the order of reminders in a list.
Delete a list	In list view, tap Edit. Tap ⊖ for each list you want to delete. When you delete a list, all the items in the list are deleted.
Change the name of a list	In list view, tap Edit. Tap the name you want to change, then type a new name. Tap Done.
Set a default list for new reminders	Go to Settings > Mail, Contacts, Calendars, then under the Reminders heading, tap Default List.

Managing reminders in date view

Use date view to view and manage reminders that have a due date.

View reminders for a date: At the top of the screen, tap Date to view today's reminders and uncompleted items from previous days.

Managing completed reminders

Reminders keeps track of the items you mark as completed. You can see them in list or date view, and also in the Completed list.

View completed items: Tap the List button at the top of the screen, then tap Completed.

Mark a completed item as uncompleted	Tap to remove the checkmark. The item automatically moves back to its original list.
Sync previous reminders	Go to Settings > Mail, Contacts, Calendars. Then under Reminders, tap Sync. This setting applies to all your reminder accounts. For best performance, don't sync more previous items than you need to.

Searching reminders

Search reminders: Tap the search field, then enter a search phrase.

Reminders are searched by name.

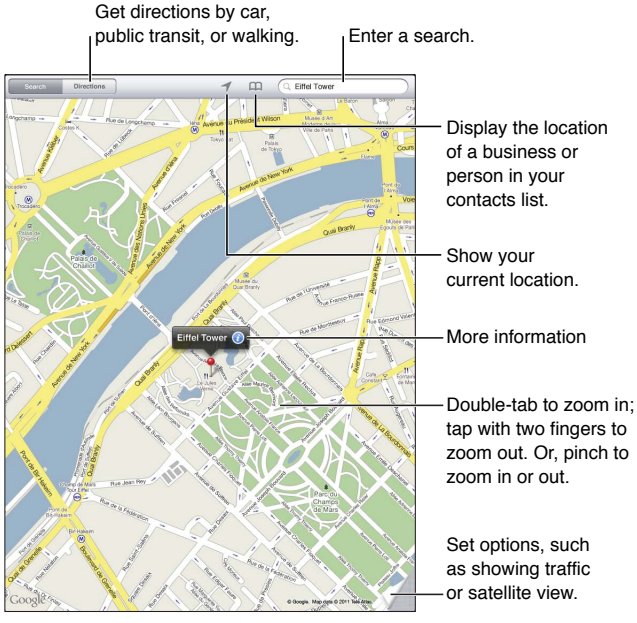
You can also search Reminders from the Home screen. See "Spotlight Search" on page 123.

Maps

17

Finding locations

WARNING: For important information about driving and navigating safely, see the *Important Product Information Guide* at www.apple.com/support/manuals/ipad.


Get directions by car, public transit, or walking.
Enter a search.
Search
Directions
Eiffel Tower
Display the location of a business or person in your contacts list.
Show your current location.
Eiffel Tower
More information
Double-tab to zoom in; tap with two fingers to zoom out. Or, pinch to zoom in or out.
Set options, such as showing traffic or satellite view.

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Find a location: Tap Search, then tap the search field to bring up the keyboard. Type an address or other information, then tap Search.

You can search for information such as:

- Intersection (“8th and market”)
- Area (“greenwich village”)
- Landmark (“guggenheim”)
- Zip code
- Business (“movies,”“restaurants san francisco ca,”“apple inc new york”)

You can also tap 🕮 to find the location of a contact.

See the name or description of a location	Tap the pin.
See a list of the businesses found in a search	Tap . Tap a business to see its location.
Find your current location	Tap . Your current location is shown by a blue marker. If your location can't be determined precisely, a circle appears around the marker. The smaller the circle, the greater the precision.
Use the digital compass	Tap again. The icon changes to and a small compass appears onscreen.
Mark a location	Touch and hold the map until the drop pin appears.

Important: Maps, directions, and location-based apps depend on data services. These data services are subject to change and may not be available in all areas, resulting in maps, directions, or location-based information that may be unavailable, inaccurate, or incomplete. Compare the information provided on iPad to your surroundings, and defer to posted signs to resolve any discrepancies.

If Location Services is turned off when you open Maps, you may be asked to turn it on. You can use Maps without Location Services. See "Location Services" on page 120.

Getting directions

Get directions:

1. Tap Directions.
2. Enter starting and ending locations.

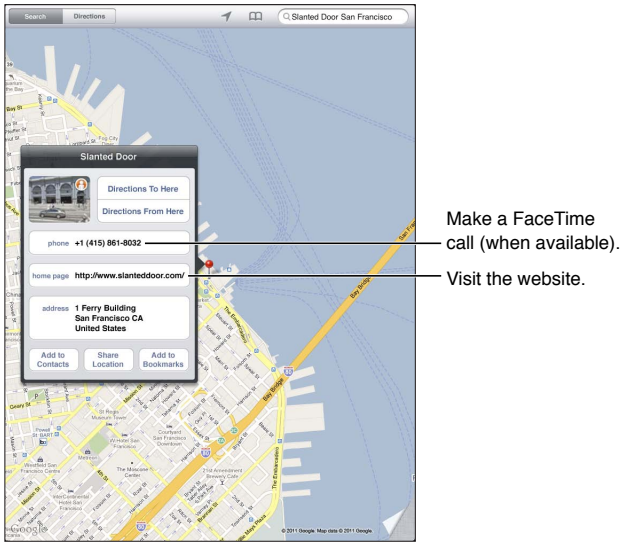
   Tap to choose a location in Bookmarks (including your current location or the dropped pin), a recent location, or a contact.
3. Tap Route, then select directions for driving (), public transit (), or walking ().
4. Do one of the following:
   - *To view directions one step at a time,* tap Start, then tap to see the next leg of the trip.
   - *To view all the directions in a list,* tap Start, then tap .

     Tap any item in the list to see a map showing that leg of the trip.
5. If multiple routes appear, choose the one you want to use.

If you're taking public transit, tap to set your departure or arrival time, and to choose a schedule for the trip. Tap the icon at a stop to see the departure time for that bus or train, and to get a link to the transit provider's website or contact info (when available).

Get directions from a location on the map	Tap the pin, tap , then tap Directions To Here or Directions From Here.
Bookmark a location	Tap "Add to Bookmarks."

Getting and sharing info about a location



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Get or share info about a location: Tap the pin, then tap .

Add a business to your contacts	Tap "Add to Contacts."
Tweet, text, or email your location	Tap Share Location. To post a Tweet, you must be logged in to your Twitter account. Go to Settings > Twitter.

Showing traffic conditions

You can show traffic conditions for major streets and highways on the map.

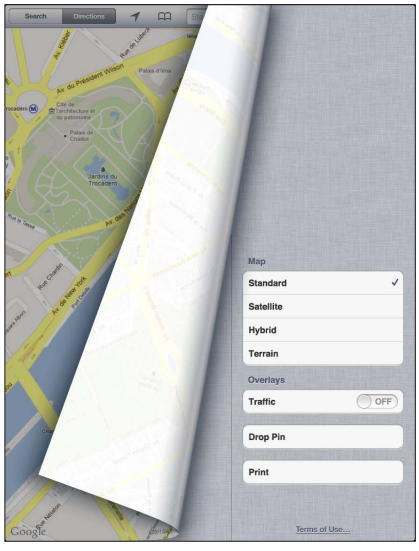
Show traffic conditions: Tap or drag the bottom-right corner of the screen, then turn on Traffic.

Streets and highways are color-coded to indicate the flow of traffic:

- Gray—no data is available
- Green—posted speed limit
- Yellow—slower than the posted speed limit
- Red—stop and go

Traffic conditions aren't available in all areas.

Map views



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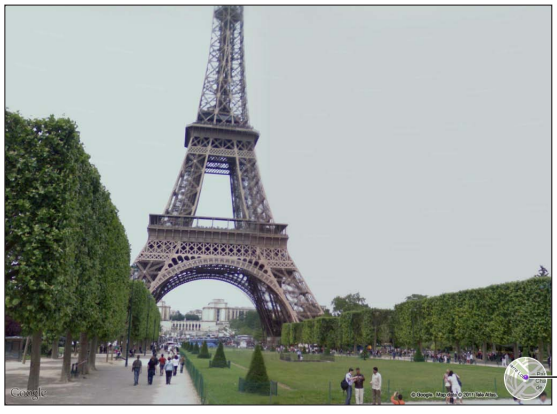
See a standard, satellite, hybrid, or terrain view: Tap or drag the bottom-right corner of the screen, then select the view you want.

See the Google Street View of a location: Tap . Flick left or right to pan through the 360° panoramic view (the inset shows your current view). Tap an arrow to move down the street. To return to map view, tap the map inset.



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Street view may not be available in all areas.

Music

18

Adding music and audio

To get music and other audio content onto iPad:

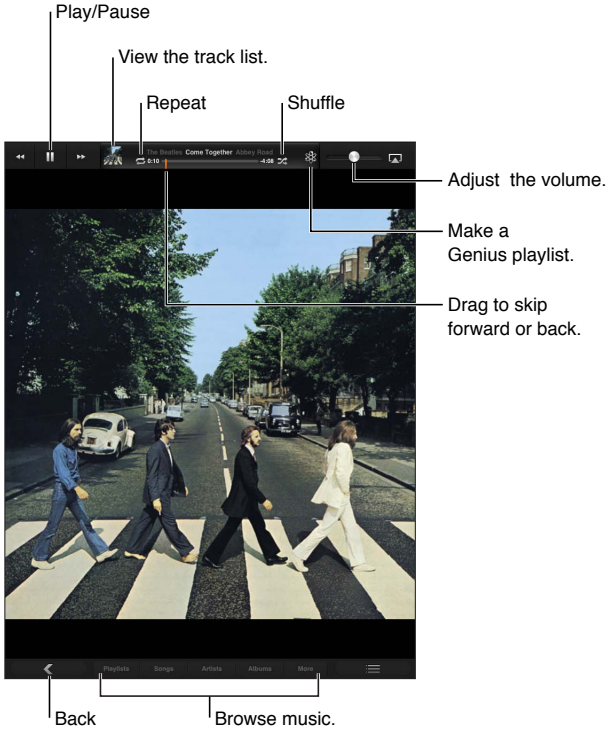
- Purchase and download content from the iTunes Store on iPad. In Music, tap Store when browsing. See Chapter 19, "iTunes Store," on page 88.
- Use Automatic Download to automatically download new music purchased on your other iOS devices and computers. See "Using iCloud" on page 18.
- Sync with iTunes on your computer. You can sync all of your media, or selected songs and other items. See "Syncing with iTunes" on page 19.

You can also use iTunes Match to access your music library in iCloud. See "iTunes Match" on page 86.

Playing songs and other audio

WARNING: For important information about avoiding hearing loss, see the *Important Product Information Guide* at www.apple.com/support/manuals/ipad.

You can listen to audio from the built-in speaker, headphones attached to the headphones port, or wireless Bluetooth stereo headphones paired with iPad. When headphones are attached or paired, no sound comes out of the speaker.



Browse your collection: Tap one of the buttons along the bottom of the screen. You can browse by playlist, song, artist, or album. Tap More to browse by genre or composer, or to see your podcasts.

Play a song or other item: Tap the item.

Use the controls at the top of the screen to control playback.

Repeat songs	Tap . = Repeat all songs in the album or list. = Repeat the current song only. = No repeat.
Shuffle songs	Tap . Tap again to play songs in order. = Songs are shuffled. = Songs are playing in order.
Skip to any point in a song	Drag the playhead along the scrubber bar. Slide your finger down to slow down the scrub rate.
Browse songs in a list using the cover art	Display the album cover by tapping the thumbnail at the top of the screen. Flick left to right. Songs start playing automatically.

Display a song's lyrics	Display the album cover by tapping the thumbnail at the top of the screen. Lyrics appear if you've added them to the song using the song's Info window in iTunes.
Use Ping	See "Following artists and friends" on page 90.
Play music on AirPlay speakers or Apple TV	Tap . See "Using AirPlay" on page 35.
Set options for Music	Go to Settings > Music.

When using another app, you can display audio playback controls double-clicking the Home button, then flicking from left to right along the bottom of the screen.

The controls operate the currently playing app, or—if the music is paused—the most recent app that played. The icon for the app appears on the right. Tap it to open the app.

Double-clicking the Home button also displays audio playback controls when the screen is locked.

Viewing tracks on an album

See all the tracks on the album that contains the current song: Tap the thumbnail to view the album cover for the song, then double-tab the album cover. Tap a track to play it.

In track list view, you can assign ratings to songs. You can use ratings when creating smart playlists in iTunes.

Return to browsing: Tap the thumbnail again. Tap the album cover if the controls aren't showing.

Searching audio content

You can search the titles, artists, albums, and composers of songs, podcasts, and other audio content on iPad.

Search music: When browsing, enter text in the search field at the bottom-right corner of the screen.

You can also search audio content from the Home screen. See "Searching" on page 30.

iTunes Match

iTunes Match stores your music library in iCloud—even songs imported from CDs—and lets you enjoy your collection on iPad and other iOS devices and computers. iTunes Match is available as a paid subscription.

Note: iTune Match is available starting in the U.S.

Subscribe to iTunes Match: In iTunes on your computer, choose Store > Turn On iTunes Match, then click the Subscribe button.

Once you subscribe, iTunes adds your music and playlists to your iCloud library. Any of your songs that match with music already in the iTunes Store are automatically available in your iCloud library. Any remaining songs are uploaded. You can download and play matched songs at iTunes Plus quality (256 kbps DRM-free AAC), even if your original was of lower quality. For more information, see www.apple.com/icloud/features/.

Turn on iTunes Match	Go to Settings > Music. Your iCloud library appears automatically in Music. Any songs already on iPad will be removed once you turn on iTunes Match. Turning on iTunes Match also disables Genius Mixes and Genius Playlists on iPad.

Genius

A Genius playlist is a collection of songs from your library that go great together. You can create Genius playlists in iTunes and sync them to iPad. You can also create and save Genius playlists directly on iPad.

A Genius Mix is a selection of songs of the same kind of music, recreated from your library each time you listen to the mix.

To use Genius on iPad, first turn on Genius in iTunes, then sync iPad with iTunes. Genius Mixes are synced automatically, unless you manually manage your music and choose which mixes you want to sync in iTunes. Genius is a free service, but it requires an Apple ID.

When you sync a Genius Mix, iTunes may select and sync songs from your library that you haven't specifically chosen to sync.

Play a Genius Mix: Tap Playlists, then tap one of the Genius Mixes at the top of the playlists.

Make a Genius playlist: Play a song, then tap ⚛ at the top of the screen.

The Genius Playlist is added to your playlists, following the Genius Mixes.

Save a Genius playlist	View your Playlists, tap Genius Playlist, than tap Save. The playlist is renamed with the title of the song you picked.
Refresh a Genius playlist	In the playlist, tap Refresh.
Make a Genius playlist using a different song	Play a song, then tap ⚛.
Delete a saved Genius playlist	Tap the playlist, then tap ⊗.

Genius playlists created on iPad are copied to your computer when you sync with iTunes.

Note: Once a Genius playlist is synced to iTunes, you can't delete it directly from iPad. Use iTunes to edit the playlist name, stop syncing, or delete the playlist.

Playlists

You can create and edit your own playlists on iPad, or edit playlists synced from iTunes on your computer.

Create a playlist: View Playlists, then tap New near the top of the screen. Enter and save a title, select songs and videos to include, then tap Done.

When you make a playlist and then sync iPad to your computer, the playlist is synced to your iTunes library.

Edit a playlist: View Playlists and select the playlist. Tap Edit, then:

To add more songs: Tap Add Songs.

To delete a song: Tap ⊖. Deleting a song from a playlist doesn't delete it from iPad.

To move a song higher or lower in the list: Drag ☰.

Your edits are copied to the playlist in your iTunes library the next time you sync iPad with your computer.

Delete a playlist	In Playlists, touch and hold the playlist, then tap ⊗.
Delete a song from iPad	In Songs, swipe the song, then tap Delete. The song is deleted from iPad, but not from your iTunes library on your Mac or PC.

Home Sharing

Home Sharing lets you play music, movies, and TV shows on iPad from the iTunes library on your Mac or PC. iPad and your computer must be on the same Wi-Fi network. On your computer, iTunes must be open, with Home Sharing turned on and logged in using the same Apple ID as Home Sharing on iPad.

Note: Home Sharing requires iTunes 10.2 or later, available at www.itunes.com/download. Bonus content, such as digital booklets and iTunes Extras, can't be shared.

Play music from your computer iTunes library on iPad:

1. In iTunes on your computer, choose Advanced > Turn On Home Sharing.
2. Log in, then click Create Home Share.
3. On iPad, go to Settings > Music, then log in to Home Sharing using the same Apple ID and password.
4. In Music, tap More, then tap Shared and choose your computer's library.

Return to content on iPad	Tap Shared and choose My iPad.

iTunes Store

19

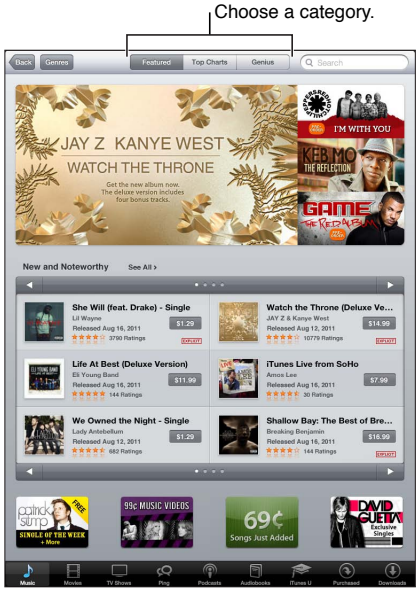
About the iTunes Store

Use the iTunes Store to add content to iPad. You can browse and purchase music, TV shows, audiobooks, and alert tones. You can also buy and rent movies, or download and play podcasts or iTunes U collections. You need an Apple ID in order to purchase content. See "Store settings" on page 94.

Note: The iTunes Store may not be available in all regions, and iTunes Store content may vary across regions. Features are subject to change.

To access the iTunes Store, iPad must have an Internet connection. See "Network" on page 122.

Finding music, videos, and more



Browse content: Tap one of the content categories, such as Music or Videos.

Search for content	Tap the search field and enter one or more words, then tap Search.
Buy, review, or tell a friend about an item	Tap an item in a list to see more details on its Info screen.
Explore artist and friend recommendations	Tap Ping. See "Following artists and friends" on page 90.

Purchasing music, audiobooks, and tones

When you find a song, album, tone, or audiobook you like in the iTunes Store, you can purchase and download it. You can preview an item before you purchase it, to make sure it's what you want.

Preview a song, tone, or audiobook: Tap the item and follow the onscreen instructions.

Redeem a gift card or code	Tap Music, then tap Redeem at the bottom of the screen and follow the onscreen instructions. While you're signed in, your remaining store credit appears with your Apple ID information at the bottom of most iTunes Store screens.
Complete an album	While viewing any album, tap the discounted price for the remaining songs, below Complete My Album (not available in all areas). To see offers for completing other albums, tap Music, then tap Complete My Album Offers.
Download a previously purchased item	Tap Purchased. You can also download an item while browsing; just tap Download where you usually see the price.
Automatically download purchases made on other iOS devices and computers	Go to Settings > Store, then turn on the kinds of purchases you want to automatically download.

Purchasing or renting videos

The iTunes Store lets you purchase and download movies, TV shows, and music videos. Some movies can also be rented for a limited time. Video content may be available in standard-definition (SD, or 480p) format, high-definition (HD, or 720p) format, or both.

Purchase or rent a video: Tap Buy or Rent.

Once you purchase an item, it begins downloading and appears on the Downloads screen. See "Checking download status" on page 91.

Preview a video	Tap Preview.
View the preview on a TV with AirPlay and Apple TV	When the preview starts, tap and choose Apple TV. See "Using AirPlay" on page 35.

Following artists and friends

Use Ping to connect with the world's most passionate music fans. Follow favorite artists to learn about new releases and upcoming concerts and tours, get an insider's perspective through their photos and videos, and learn about their musical influences. Read friends' comments about the music they're listening to, and see what they're buying and which concerts they plan to attend. Also, express your musical likes and post comments for your own followers.

To create and explore musical connections, you need to create a Ping profile.

Create your Ping profile: Open the iTunes application on your Mac or PC, click Ping, and follow the onscreen instructions.

Follow an artist	Tap Follow on the artist's profile page.
Follow a friend	Tap People, enter your friend's name in the search field, then tap Follow. When you follow someone, they don't automatically follow you. In your profile, you can choose to approve or decline requests to be followed as they arrive, or simply accept all new followers without review (the default).
Share your thoughts	As you browse albums and songs, tap Post to comment on a piece of music, or tap Like just to say you like it. Your friends will see your thoughts in their Ping Activity feed.
Share concert plans	Tap Concerts on your profile page to see upcoming concerts by the artists you follow, and see which of your friends are going to a concert. Tap Tickets to buy your own ticket, or tap I'm Going to let others know you'll be there too. (Not available in all areas.)
Specify Ping notifications	Go to Settings > Notifications > Ping. Ping can send a text alert, play a sound, or add an alert badge to the iTunes app icon on iPad when someone starts following you or comments on your activities.

Streaming or downloading podcasts

You can listen to audio podcasts or watch video podcasts streamed over the Internet from the iTunes Store. You can also download audio and video podcasts.

Stream a podcast: Tap Podcasts to browse podcasts in the iTunes Store.

Video podcasts are marked with a video icon .

Download a podcast	Tap the Free button, then tap Download. Downloaded podcasts appear in the Podcasts playlist.
Listen to or watch a podcast you've downloaded	In Music, tap Podcasts, then tap the podcast. Video podcasts also appear in your list of videos.

Checking download status

You can check the Downloads screen to see the status of in-progress and scheduled downloads, including purchases you pre-order.

See the status of items being downloaded: Tap Downloads.

Pre-ordered items don't download automatically when they're released. Return to the Downloads screen to begin the download.

Download a pre-ordered item	Tap the item, then tap .

If a download is interrupted, the download resumes when there's an Internet connection. Or, if you open iTunes on your computer, iTunes completes the download to your iTunes library (if your computer is connected to the Internet and signed in using the same Apple ID).

Viewing account information

To view iTunes Store information for your Apple ID on iPad, tap your Apple ID (at the bottom of most iTunes Store screens). Or go to Settings > Store and tap View Apple ID. You must be signed in to view your account information. See "Store settings" on page 94.

Verifying downloads

You can use iTunes on your computer to verify that all the music, videos, apps, and other items you bought from the iTunes Store or App Store are in your iTunes library. You might want to do this if a download was interrupted.

Verify your downloads: In iTunes on your computer, choose Store > Check for Available Downloads.

To see all of your purchases, sign in using your Apple ID, choose Store > View My Account, and click Purchase History.

App Store

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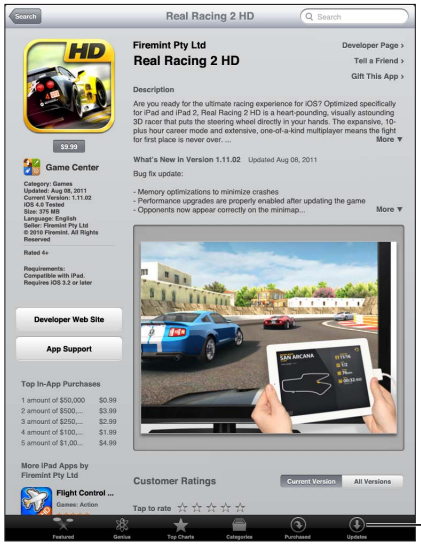
About the App Store

You can search for, browse, review, purchase, and download apps from the App Store directly to iPad.

Note: The App Store may not be available in all countries or regions, and App Store content may vary by country or region. Features are subject to change.

To browse the App Store, iPad must be connected to the Internet. See "Wi-Fi" on page 118. To purchase apps, you need an Apple ID. See "Store settings" on page 94.


Search
Real Racing 2 HD
Search
HD
Firemint Pty Ltd
Real Racing 2 HD
Developer Page ›
Tell a Friend ›
Gift This App ›
Description
Are you ready for the ultimate racing experience for iOS? Optimized specifically for iPad and iPad 2, Real Racing 2 HD is a heart-pounding, visually astounding 3D racer that puts the steering wheel directly in your hands. The expansive, 10-plus hour career mode and extensive, one-of-a-kind multiplayer means the fight for first place is never over. ...
More
$9.99
Game Center
What's New in Version 1.11.02
Updated Aug 08, 2011
Bug fix update:
- Memory optimizations to minimize crashes
- Performance upgrades are properly enabled after updating the game
- Opponents now appear correctly on the minimap...
More
Developer Web Site
App Support
Top In-App Purchases
1 amount of $50,000 $0.99
2 amount of $500,... $3.99
3 amount of $250,... $2.99
4 amount of $100,... $1.99
5 amount of $1,00... $4.99
More iPad Apps by Firemint Pty Ltd
Flight Control ...
Games: Action
Customer Ratings
Current Version
All Versions
Tap to rate
Featured
Genius
Top Charts
Categories
Purchased
Updates

Check for app updates.

Finding and downloading apps

Browse the featured selections to see new, notable, or recommended apps, or browse Top 25 to see the most popular apps. If you're looking for a specific app, use Search.

Browse the App Store: Tap Featured, Categories, or Top Charts.

Browse using Genius	Tap Genius to see a list of recommended apps based on what's already in your app collection. To turn Genius on, follow the onscreen instructions. Genius is a free service, but you need an Apple ID.
Search for apps	Tap Search, tap the search field and enter one or more words, then tap Search.
Email a link to an app's Info page in iTunes	Tap "Tell a Friend."
Send an app to someone as a gift	Tap "Gift This App," then follow the onscreen instructions.
Report a problem	Tap "Report a Problem." Select a problem from the list or type optional comments, then tap Report.
Purchase and download an app	Tap the price (or tap Free), then tap Buy Now. If you already purchased the app, "Install" appears instead of the price on the Info screen. You won't be charged if you download it again.
Redeem a gift card or code	Tap Redeem near the bottom of the Featured screen, then follow the onscreen instructions.
See the status of downloads	After you begin downloading an app, its icon appears on the Home screen and shows a progress indicator.
Download a previously purchased app	Tap Purchased, find the app in the list, then tap Download. You can also download an item while browsing; just tap Download where you usually see the price.
Automatically download purchases made on other iOS devices and computers	Go to Settings > Store, then turn on the kinds of purchases you want to automatically download.

Deleting apps

You can delete apps you install from the App Store. If you delete an app, data associated with the app is also deleted.

Delete an App Store app: Touch and hold the app icon on the Home screen, until the icons start to jiggle, then tap ⊗. Press the Home button ▢ when you finish deleting apps.

For information about resetting iPad to erase every app and all of your data and settings, see "Reset" on page 126.

Store settings

Use Store settings to sign in using an Apple ID, create a new Apple ID, or edit an existing one. If you have more than one Apple ID, you can use Store settings to sign out and sign in using another Apple ID.

For iTunes Store terms and conditions, go to www.apple.com/legal/itunes/ww/.

Sign in using an Apple ID: Choose Store, tap Sign In, then tap Use Existing Apple ID and enter your Apple ID and password.

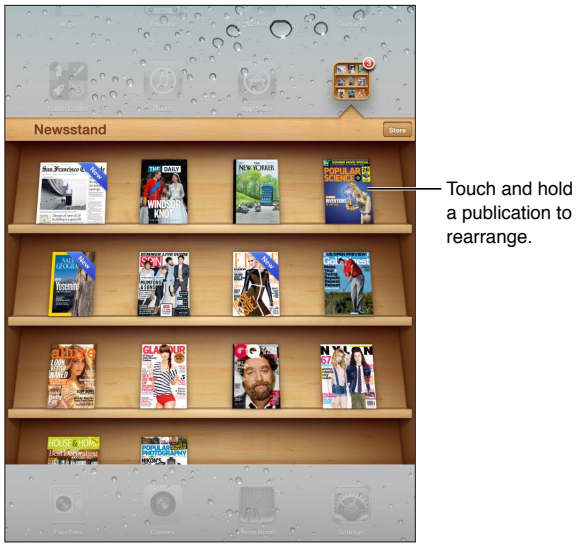
View and edit your account information	Go to Settings > Store, tap your Apple ID, then tap View Apple ID. Tap an item to edit it. To change your password, tap the Apple ID field.
Sign in using a different Apple ID	Go to Settings > Store, tap your account name, then tap Sign Out.
Create a new Apple ID	Go to Settings > Store, tap Sign In, then tap Create New Apple ID and follow the onscreen instructions.
Automatically download purchases	Go to Settings > Store, then turn on the types of purchases, such as Music or Books, that you want to automatically download to iPad. You can also turn off automatic updating of Newsstand apps.
Download purchases using the cellular network (iPad Wi-Fi + 3G)	Go to Settings > Store, then turn Use Cellular Data on or off. Downloading purchases over the cellular network may incur charges from your carrier. Newsstand apps update only when iPad is connected to a Wi-Fi network. See Chapter 21, "Newsstand," on page 95.

Newsstand

21

About Newsstand

Newsstand organizes your magazine and newspaper app subscriptions with a shelf that lets you access your publications quickly and easily. Newsstand apps appear on the shelf, and as new issues become available, a badge lets you know they're ready for reading. They're delivered to iPad automatically.



Find Newsstand apps: Tap Newsstand to reveal the shelf, then tap Store.

When you purchase a newsstand app, it's added to your shelf for easy access. After the app is downloaded, open it to view its issues and subscription options.

Subscriptions are In-App purchases, billed to your Apple ID account. See "Store settings" on page 94.

Pricing varies and Newsstand apps may not be available in all regions or countries.

Reading the latest issues

When a newspaper or magazine has a new issue, Newsstand automatically downloads it when connected to Wi-Fi and notifies you by displaying a badge on the app icon. To start reading, open Newsstand and look for apps with a "New" banner.

Each app has its own method of managing issues. For information about how to delete, find, or work with individual issues, see the app's help information or App Store listing.

Turn off automatic downloads: Go to Settings > Store and turn automatic downloads off for the publication.

iBooks

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About iBooks

iBooks is a great way to read and buy books. Download the free iBooks app from the App Store, and then get everything from classics to best sellers from the built-in iBookstore. Once you download a book, it's displayed on your bookshelf.

To download the iBooks app and use the iBookstore, you need an Internet connection and an Apple ID. If you don't have an Apple ID, or if you want to make purchases using another Apple ID, go to Settings > Store. See "Store settings" on page 94.

Note: The iBooks app and the iBookstore may not be available in all languages or areas.

Using the iBookstore

In the iBooks app, tap Store to open the iBookstore. From there, you can browse featured books or best sellers, and browse for books by author or topic. When you find a book you like, you can purchase and download it.

Note: Some features of the iBookstore may not be available in all locations.

Purchase a book: Find a book you want, tap the price, then tap Buy Now. Sign in using your Apple ID, then tap OK. Some books may be free for downloading.

Get more information about a book	In the iBookstore, you can read a summary of the book, read or write a review, and download a sample of the book before buying it.
Download a previous purchase	Tap Purchased. You can also download an item while browsing; just tap Download where you usually see the price.
Automatically download purchases made on other iOS devices and computers	Go to Settings > Store, then turn on the kinds of purchases you want to automatically download.

Syncing books and PDFs

Use iTunes to sync your books and PDFs between iPad and your computer. When iPad is connected to your computer, the Books pane lets you select which items to sync.

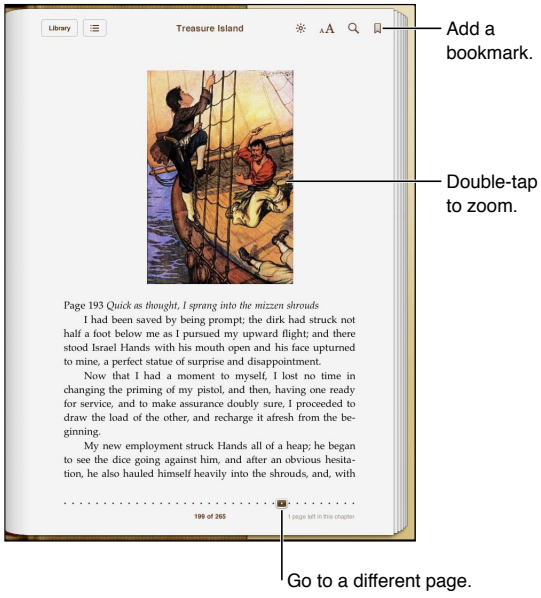
You can sync books that you download or purchase from the iBookstore. You can also add DRM-free ePub books and PDFs to your iTunes library. There are several websites that offer books in ePub and PDF format.

Sync an ePub book or PDF to iPad: In iTunes on your computer, choose File > Add to Library and select the file. Select the book or PDF in the Books pane in iTunes, and then sync.

To add a PDF to iBooks without syncing, email the PDF to yourself from your computer. Open the email message on iPad, then tap the PDF attachement and choose "Open in iBooks" from the menu that appears.

Reading books

Reading a book is easy. Go to the bookshelf and tap the book you want to read. If you don't see the book you're looking for, tap the name of the current collection at the top of the screen to go to other collections.


Library
Treasure Island
Add a bookmark.
Double-tap to zoom.
Page 193 Quick as thought, I sprang into the mizzen shrouds
I had been saved by being prompt; the dirk had struck not half a foot below me as I pursued my upward flight; and there stood Israel Hands with his mouth open and his face upturned to mine, a perfect statue of surprise and disappointment.
Now that I had a moment to myself, I lost no time in changing the priming of my pistol, and then, having one ready for service, and to make assurance doubly sure, I proceeded to draw the load of the other, and recharge it afresh from the beginning.
My new employment struck Hands all of a heap; he began to see the dice going against him, and after an obvious hesitation, he also hauled himself heavily into the shrouds, and, with
199 of 265
Go to a different page.

Read a book while lying down: Use the portrait orientation lock to prevent iPad from rotating the screen when you rotate iPad. See "Viewing in portrait or landscape" on page 15.

Turn the page	Tap near the right or left margin of the page, or flick left or right. To change the direction the page turns when you tap the left margin, go to Settings > iBooks.
Go to the table of contents	Tap near the center of the page to show the controls, then tap . Tap an entry to jump to that location, or tap Resume to return to the current page.
Add or remove a bookmark	Tap the ribbon button to set a bookmark. You can have multiple bookmarks. To remove a bookmark, tap it. You don't need to set a bookmark when you close a book, because iBooks remembers where you left off and returns there when you open the book again.
Add, remove, or edit a highlight	Touch and hold any word until it's selected. Drag the grab points to adjust the selection, then tap Highlight. *To remove a highlight,* tap the highlighted text, then tap Remove Highlight. *To change the color of a highlight,* tap the highlighted text, then tap Colors and select a color from the menu.

Add, remove, or edit a note	Touch and hold any word until it's selected. Drag the grab points to adjust the selection, then tap Note. Type some text, then tap Done. *To view a note,* tap the indicator in the margin near the highlighted text. *To remove a note,* tap the highlighted text, then tap Delete Note. *To change the color of a note,* tap the highlighted text, then tap Colors and select a color from the menu.
See all your bookmarks, highlights, and notes	Tap , then tap Bookmarks. To view a note, tap its indicator.
Enlarge an image	Double-tap the image.
Go to a specific page	Tap near the center of the current page to show the controls, then drag the page navigation control at the bottom of the screen to page you want.
Return to reading after viewing the table of contents or a footnote	Tap "Back to Page *number*."

Reading PDFs

You can use iBooks to read PDFs. Go to the bookshelf and tap the current collection (the button in the top middle), select the PDFs collection or another collection, then tap the PDF you want to read.

Go to a specific page: Tap near the center of the current page to show the controls, then drag the page navigation control at the bottom of the screen to the page you want, or tap a thumbnail to jump to that page.

Enlarge a page	Pinch to zoom in on the page, then scroll to see the portion you want.
Turn the page	Flick left or right.
Add or remove a bookmark	Tap the ribbon button to set a bookmark. You can have multiple bookmarks. To remove a bookmark, tap it. You don't need to set a bookmark when you close a PDF, because iBooks remembers where you left off and returns there when you open it again.
Go to the table of contents	Tap near the center of the current page to show the controls, then tap . Tap an entry to jump to that location, or tap Resume to return to the current page. If there's no table of contents, you can tap a page icon instead to go to that page.

Changing a book's appearance

To change the appearance of a book, access the controls by tapping near the center of a page.

Change the font or type size: tap AA.

Changing the font and size also changes text formatting.

Change the brightness	Tap , then adjust the brightness.
Change the page and type color	Tap AA, then turn the Sepia option on to change the color of the page and type. This setting applies to all books.
Turn justification and hyphenation on or off	Go to Settings > iBooks.

These settings apply only to books. You can't change the appearance of PDFs.

Searching books and PDFs

You can search for the title or author of a book to quickly locate it on the bookshelf. You can also search the contents of a book to find all the references to a word or phrase. You can also send a search to Wikipedia or Google to find related resources.

Search in a book: Tap near the center of the page to show the controls, then tap the magnifying glass.

Search for a book	Go to the bookshelf. Tap the status bar to scroll to the top of the screen, then tap the magnifying glass. Searching looks at the title and author's name.
Search Wikipedia or Google	Tap Search Google or Search Wikipedia. Safari opens and displays the result.
Search for a word in a book	Touch and hold the word, then tap Search.

Looking up the definition of a word

You can look up the definition of a word using the dictionary.

Look up a word: Select a word in a book, then tap Dictionary in the menu that appears.

Dictionaries may not be available for all languages.

Having a book read to you

Some books have a recording of the book being read and can automatically turn pages as they're read. Some books also highlight each word as it's spoken by the narrator.

Listen to a book: Tap near the center of the page to show the controls, then tap .

If you don't see , the book can't be read aloud.

Stop the narration: Tap to show the controls, then tap and tap Stop Reading.

If you have a visual impairment, you can also use VoiceOver to have the text of almost any book spoken. See "About VoiceOver" on page 105.

Printing or emailing a PDF

You can use iBooks to send a copy of a PDF via email, or to print all or a portion of the PDF to a supported printer.

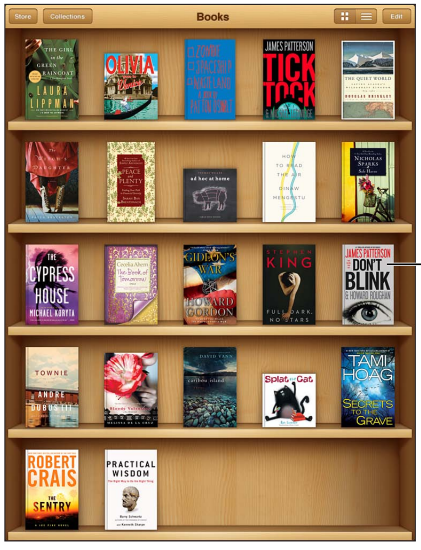
You can only email or print PDFs. These options aren't available for ePub books.

Email a PDF: Open the PDF, then tap and choose Email Document. A new message appears with the PDF attached. When you finish your message, tap Send.

Print a PDF	Open the PDF, then tap and choose Print. Select a printer and the page range and number of copies, then tap Print. See "Printing" on page 31.

Organizing the bookshelf

Use the bookshelf to browse your books and PDFs. You can also organize items in collections.



Available on the iBookstore. Title availability is subject to change.

Move a book or PDF to a collection: Go to the bookshelf and tap Edit. Select the items you want to move, then tap Move and select a collection.

When you add a book or PDF to your bookshelf, it appears in the Books or PDF collection. From there, you can move it to a different collection. You might want to create collections for work and school, for example, or for reference and leisure reading.

View a collection	Tap Collections, then pick a new collection from the list that appears.
Manage collections	Tap Collections to display the collections list. To edit the name of a collection, tap its name. You can't edit or remove the built-in Books and PDFs collections.
Sort the bookshelf	Tap the status bar to scroll to the top of the screen, then tap ☰ and select a sort method from the choices at the bottom of the screen.
Delete an item from the bookshelf	Tap Edit, then tap each book or PDF that you want to delete so that a checkmark appears. Tap Delete. When you finish deleting, tap Done. If you delete a book you purchased, you can download it again from Purchases in the iBookstore.

Sync bookmarks and notes

iBooks saves your bookmarks, notes, and current page information with your Apple ID account, so they're always up to date and you can read a book seamlessly across multiple iOS devices. For PDFs, the bookmarks and current page information are synced.

Turn bookmark syncing on or off: Go to Settings > iBooks.

You must have an Internet connection to sync your settings. iBooks syncs information for all of your books when you open or quit the app. Information for individual books is also synced when you open or close the book.

Game Center

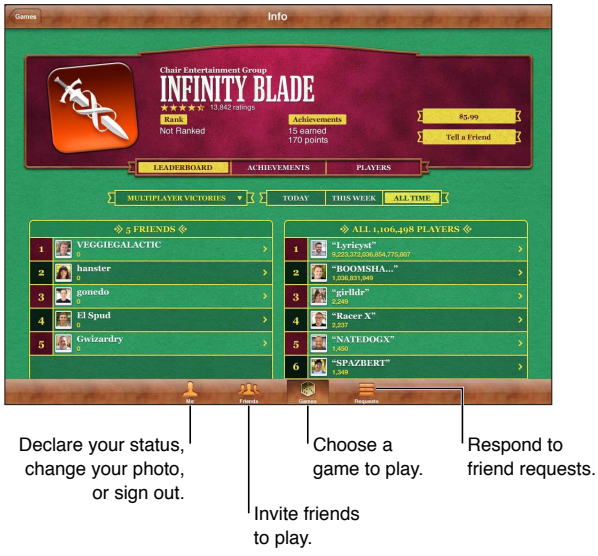
23

About Game Center

Discover new games and share your game experiences with friends around the world in Game Center. Invite your friends to play, or use auto-match to find other equally-matched opponents. Earn bonus points by achieving specific accomplishments in a game, see what your friends have achieved, and check leaderboards to see who the best players are.

Note: Game Center may not be available in all areas, and game availability may vary.

To use Game Center, you need an Internet connection and an Apple ID. If you have an iCloud account, you can use that Apple ID with Game Center. If you don't have an Apple ID, or if you want a separate ID for gaming, you can create one in Game Center, as described below.



Declare your status, change your photo, or sign out.

Invite friends to play.

Choose a game to play.

Respond to friend requests.

Signing in to Game Center

Sign in: Open Game Center. If you see your nickname and photo at the top of the Me screen, you're already signed in. If not, enter your Apple ID and password, then tap Sign In. Or, tap Create New Account to create a new Apple ID.

Add your photo	Tap the photo next to your name.
Declare your status	Tap Me, tap the status bar, then enter your status.
View your account settings	Tap Me, tap the account banner, then choose View Account.
Sign out	Tap Me, tap the Account banner, then tap Sign Out. You don't need to sign out each time you quit Game Center.

Purchasing and downloading games

Games for the Game Center are available from the App Store.

Purchase and download a game: Tap Games, then tap a recommended game or tap Find Game Center Games.

The Game Center section of App Store displays games that work with Game Center. You can browse this section, and purchase and download games from it. See Chapter 20, "App Store," on page 92.

Purchase a game your friend has	Tap Friends, then tap the name of your friend. Tap a game in your friend's list of games, then tap the price of the game.

Playing games

Play a game: Tap Games, choose a game, then tap Play Game.

See a list of top scorers	Tap Games, then choose the game and tap Leaderboard.
See the achievements you can try for	Tap Games, choose a game, then tap Achievements.
Return to Game Center after playing	Press the Home button, then tap Game Center on the Home screen.

Playing with friends

Game Center puts you in contact with players around the world. You add friends to Game Center by making a request, or by accepting a request from another player.

Invite friends to a multiplayer game: Tap Friends, choose a friend, choose a game, and tap Play. If the game allows or requires additional players, choose additional players to invite, then tap Next. Send your invitation, then wait for the others to accept. When everyone is ready, start the game.

If a friend isn't available or doesn't respond to your invitation, you can tap Auto-Match to have Game Center find another player for you, or tap Invite Friend to try inviting some other friend.

Send a friend request	Tap Friends or Requests, tap ⊕, then enter your friend's email address or Game Center nickname. Tap ⊕ to browse your contacts. To add several friends in one request, type Return after each address.
Respond to a friend request	Tap Requests, tap the request, then tap Accept or Ignore. To report a problem with the request, flick up and tap "Report a Problem."
See the games a friend plays and check your friend's scores	Tap Friends, tap your friend's name, then tap Games or Points.
Search for someone in your list of friends	Tap the status bar to scroll to the top of the screen, then tap the search field and start typing.
Prevent game invitations from others	Turn off Game Invites in your Game Center account settings. See "Game Center settings" on page 104.
Keep your email address private	Turn off Find Me By Email in your Game Center account settings. See "Game Center settings" on page 104.
Disable all multiplayer activity	Go to Settings > General > Restrictions > Game Center and turn off Multiplayer Games.
Disallow friend requests	Go to Settings > General > Restrictions > Game Center and turn off Adding Friends.
See a list of a friend's friends	Tap Friends, tap the friend's name, then tap Friends just below their picture.
Remove a friend	Tap Friends, tap a name, then tap Unfriend.
Report offensive or inappropriate behavior	Tap Friends, tap the person's name, then tap "Report a Problem."

Game Center settings

Some Game Center settings are associated with the Apple ID you use to sign in. Others are in the Settings app on iPad.

Change Game Center settings for your Apple ID: Sign in using your Apple ID, tap Me, tap the Account banner, then choose View Account.

Specify which notifications you want for Game Center: Go to Settings > Notifications > Game Center. If Game Center doesn't appear, turn on Notifications.

Change restrictions affecting Game Center: Go to Settings > General > Restrictions > Game Center.

Accessibility

24

Universal Access features

iPad incorporates numerous accessibility features, including:

- VoiceOver screen reader
- Zoom magnification
- Large Text
- White on Black
- Speak Selection
- Speak Auto-text
- Mono Audio and balance
- AssistiveTouch
- Support for braille displays
- Playback of closed-captioned content

Zoom, White on Black, and Mono Audio work with all apps. Large Text works with Mail and Notes. VoiceOver works with the built-in iPad apps, and with some third-party apps you can download from the App Store. Closed-captioning works with videos and podcasts that support it.

For more information about the iPad accessibility features, go to www.apple.com/accessibility.

You can turn individual accessibility features on or off in Accessibility settings on iPad. You can also turn some features on or off in iTunes when you connect iPad to your computer.

Turn on accessibility features using iPad: Go to Settings > General > Accessibility.

Turn on accessibility features using iTunes: Connect iPad to your computer and select iPad in the iTunes device list. Click Summary, then click Configure Universal Access at the bottom of the Summary screen.

About VoiceOver

VoiceOver describes aloud what appears onscreen, so you can use iPad without seeing it.

VoiceOver tells you about each element on the screen as you select it. When you select an element, a black rectangle (the VoiceOver cursor) encloses it and VoiceOver speaks the name or describes the item.

Touch the screen or drag your fingers to hear different items on the screen. When you select text, VoiceOver reads the text. If you turn on Speak Hints, VoiceOver may tell you the name of the item and provide instructions for you—for example, "double-tap to open." To interact with items on the screen, such as buttons and links, use the gestures described in "Learning VoiceOver gestures" on page 108.

When you go to a new screen, VoiceOver plays a sound and automatically selects and speaks the first element of the screen (typically, the item in the upper-left corner). VoiceOver also lets you know when the display changes to landscape or portrait orientation, and when the screen is locked or unlocked.

Note: VoiceOver speaks in the language specified in International settings, which may be influenced by the Region Locale setting. VoiceOver is available in many languages, but not all.

Setting up VoiceOver

Important: VoiceOver changes the gestures you use to control iPad. Once VoiceOver is turned on, you must use VoiceOver gestures to operate iPad—even to turn VoiceOver off again to resume standard operation.

Note: You can't use VoiceOver and Zoom at the same time.

Turn VoiceOver on or off: Go to Settings > General > Accessibility > VoiceOver. You can also set Triple-click Home to turn VoiceOver on or off. See "Triple-Click Home" on page 115.

Turn spoken hints on or off	Go to Settings > General > Accessibility > VoiceOver. When Speak Hints is turned on, VoiceOver may tell you the action of the item or provide instructions for you—for example, "double-tap to open." You can also add Hints to the rotor, then swipe up or down to adjust. See "Using the VoiceOver rotor control" on page 110.
Set the VoiceOver speaking rate	Go to Settings > General > Accessibility > VoiceOver and drag the Speaking Rate slider. You can also add Speech Rate to the rotor, then swipe up or down to adjust. See "Using the VoiceOver rotor control" on page 110.
Change typing feedback	Go to Settings > General > Accessibility > VoiceOver > Typing Feedback.
Use phonetics in typing feedback	Go to Settings > General > Accessibility > VoiceOver > Use Phonetics. Text is read character-by-character. Voiceover first speaks the character, then its phonetic equivalent—for example, "f" and then "foxtrot."
Use pitch change	Go to Settings > General > Accessibility > VoiceOver > Use Pitch Change. VoiceOver uses a higher pitch when entering a letter, and a lower pitch when deleting a letter. VoiceOver also uses a higher pitch when speaking the first item of a group (such as a list or table) and a lower pitch when speaking the last item of a group.
Set the rotor options for web browsing	Go to Settings > General > Accessibility > VoiceOver > Rotor. Tap to select or deselect options, or drag ☰ up to reposition an item.
Change VoiceOver pronunciation	Set the rotor to Language and then swipe up or down. The Language rotor position is available when you select more than one pronunciation.
Select the pronunciations available in the language rotor	Go to Settings > General > Accessibility > VoiceOver > Language Rotor. To change the position of a language in the list, drag ☰ up or down.
Change the language for iPad	Go to Settings > General > International > Language. Some languages may be affected by the Region Local setting in Settings > General > International > Region Format.
Skip images while navigating	Go to Settings > General > Accessibility > VoiceOver > Navigate Images. You can choose to skip all images or only those without descriptions.
Speak notifications when you unlock iPad	Go to Settings > General > Accessibility > VoiceOver > Speak Notifications. If this is off, iPad speaks only the time when you unlock it.

Using VoiceOver

Select items on the screen: Drag your finger over the screen. VoiceOver identifies each element as you touch it. You can move systematically from one element to the next by flicking left or right with a single finger. Elements are selected from left to right, top to bottom. Flick right to go to the next element, or flick left to go to the previous element.

Enable vertical navigation	Add Vertical Navigation to the rotor, use the rotor to select it, then swipe up or down to move to the item above or below. See "Using the VoiceOver rotor control" on page 110.
Select the first or last element on the screen	Flick up or down with four fingers.
Unlock iPad	Select the Unlock button, then double-tap the screen.
Select an item by name	Triple-tap with two fingers anywhere on the screen to open the Item Chooser. Then type a name in the search field, or flick right or left to move through the list alphabetically, or tap the table index to the right of the list and flick up or down to move quickly through the list of items.
Change the name of a screen item so it's easier to find	Tap and hold with two fingers anywhere on the screen.

Speak the text of the selected element: Flick down or up with one finger to read the next or previous word or character (twist the rotor control to choose characters or words). You can include the phonetic spelling. See "Setting up VoiceOver" on page 106.

Stop speaking an item	Tap once with two fingers. Tap again with two fingers to resume speaking. Speaking automatically resumes when you select another item.
Change the speaking volume	Use the volume buttons on iPad, or add volume to the rotor and swipe up and down to adjust. See "Using the VoiceOver rotor control" on page 110.
Mute VoiceOver	Double-tap with three fingers. Double-tap again with three fingers to turn speaking back on. To turn off only VoiceOver sounds, set the Side Switch to Mute. If an external keyboard is connected, you can also press the Control key on the keyboard to mute or unmute VoiceOver.
Use the compact reading voice	iOS 5 includes a new reading voice that's automatically downloaded to iPad. If you prefer the original voice, go to Settings > General > Accessibility > VoiceOver > Use Compact Voice.
Speak the entire screen from the top	Flick up with two fingers.
Speak from the current item to the bottom of the screen	Flick down with two fingers.
Speak the iPad status information	Tap the top of the screen to hear such information as the time, battery life, Wi-Fi signal strength, and more.

"Tap" the selected item when VoiceOver is on: Double-tap anywhere on the screen.

"Double-tap" the selected item when VoiceOver is on	Triple-tap anywhere on the screen.
Adjust a slider	With a single finger, flick up to increase the setting or down to decrease the setting.
Scroll a list or area of the screen	Flick up or down with three fingers. Flick down to page down through the list or screen, or flick up to page up. When paging through a list, VoiceOver speaks the range of items displayed (for example, "showing rows 5 through 10"). You can also scroll continuously through a list, instead of paging through it. Double-tap and hold. When you hear a series of tones, you can move your finger up or down to scroll the list. Continuous scrolling stops when you lift your finger.
Use a list index	Some lists have an alphabetical index along the right side. The index can't be selected by flicking between elements; you must touch the index directly to select it. With the index selected, flick up or down to move along the index. You can also double-tap, then slide your finger up or down.
Reorder a list	Some lists, such as the Rotor and Language Rotor in Accessibility settings can be reordered. Select ☰ on the right side of an item, double-tap and hold until you hear a sound, then drag up or down. VoiceOver speaks the item you've moved above or below, depending on the direction you're dragging.
Rearrange the Home screen	On the Home screen, select the icon you want to move. Double-tap and hold the icon, then drag it. VoiceOver speaks the row and column position as you drag the icon. Release the icon when it's in the location you want. You can drag additional icons. Drag an item to the left or right edge of the screen to move it to a different page of the Home screen. When you finish, press the Home button ▢.
Turn the screen curtain on or off	Triple-tap with three fingers. When the screen curtain is on, the screen contents are active even though the display is turned off.
Unlock iPad	Select the Unlock switch, then double-tap the screen.

Learning VoiceOver gestures

When VoiceOver is turned on, the standard touchscreen gestures have different effects. These and some additional gestures let you move around the screen and control individual elements when they're selected. VoiceOver gestures include two- and three-fingers gestures to tap or flick. For best results when using two- and three-finger gestures, relax and let your fingers touch the screen with some space between them.

You can use standard gestures when VoiceOver is turned on, by double-tapping and holding your finger on the screen. A series of tones indicates that normal gestures are in force. They remain in effect until you lift your finger. Then VoiceOver gestures resume.

You can use different techniques to enter VoiceOver gestures. For example, you can enter a two-finger tap using two fingers from one hand, or one finger from each hand. You can also use your thumbs. Many find the "split-tap" gesture especially effective: instead of selecting an item and double-tapping, you can touch and hold an item with one finger, then tap the screen with another finger. Try different techniques to discover which works best for you.

If your gestures don't work, try quicker movements, especially for double-tapping and flicking gestures. To flick, try quickly brushing the screen with your finger or fingers. When VoiceOver is turned on, the VoiceOver Practice button appears, which gives you a chance to practice VoiceOver gestures before proceeding.

Practice gestures: Go to Settings > General > Accessibility > VoiceOver, then tap VoiceOver Practice. When you finish practicing, tap Done.

If you don't see the VoiceOver Practice button, make sure VoiceOver is turned on.

Here's a summary of key VoiceOver gestures:

Navigate and Read

- *Tap:* Speak item.
- *Flick right or left:* Select the next or previous item.
- *Flick up or down:* Depends on the Rotor Control setting. See "Using the VoiceOver rotor control" on page 110.
- *Two-finger tap:* Stop speaking the current item.
- *Two-finger flick up:* Read all from the top of the screen.
- *Two-finger flick down:* Read all from the current position.
- *Two-finger "scrub":* Move two fingers back and forth three times quickly (making a "z") to dismiss an alert or go back to the previous screen.
- *Two-finger triple tap:* Open the Item Chooser.
- *Three-finger flick up or down:* Scroll one page at a time.
- *Three-finger flick right or left:* Go to the next or previous page (such as the Home screen, Stocks, or Safari).
- *Three-finger tap:* Speak additional information, such as position within a list or whether text is selected.
- *Four-finger tap at top of screen:* Select the first item on the page.
- *Four-finger tap at bottom of screen:* Select the last item on the page.

Activate

- *Double-tap:* Activate the selected item.
- *Triple-tap:* Double-tap an item.
- *Split-tap:* An alternative to selecting an item and double-tapping is to touch an item with one finger, then tap the screen with another to activate an item.
- *Touch an item with one finger, tap the screen with another finger ("split-tapping"):* Activate the item.
- *Double-tap and hold (1 second) + standard gesture:* Use a standard gesture.

  The double-tap and hold gesture tells iPad to interpret the subsequent gesture as standard. For example, you can double-tap and hold, then without lifting your finger, drag your finger to slide a switch.
- *Two-finger double-tap:* Play or pause in Music, Videos, YouTube, Voice Memos, or Photos. Take a photo (Camera). Start or pause recording in Camera or Voice Memos. Start or stop the stopwatch.
- *Two-finger double-tap and hold:* Open the element labeler.
- *Two-finger triple-tap:* Open the Item Chooser.
- *Three-finger double-tap:* Mute or unmute VoiceOver.
- *Three-finger triple-tap:* Turn the screen curtain on or off.

Using the VoiceOver rotor control

The rotor control is a virtual dial that you can use to change the results of up and down flick gestures when VoiceOver is turned on.

Operate the rotor: Rotate two fingers on the iPad screen around a point between them.

Change the options included in the rotor: Go to Settings > General > Accessibility > VoiceOver > Rotor and select the options you want to be available using the rotor.

The effect of the rotor depends on what you're doing. When you read text in an email, you can use the rotor to switch between hearing text spoken word-by-word, character-by-character, or line-by-line when you flick up or down. When you browse a webpage, you can use the rotor setting to hear all the text (either word-by-word or character-by-character), or to jump from one element to another of a certain type, such as headers or links.

Reading text

Select and hear text by:

- Character, word, or line

Speaking

Adjust VoiceOver speaking by:

- Volume or rate
- Use of typing echo, pitch change, or phonetics (using Apple Wireless Keyboard)

See "Controlling VoiceOver Using an Apple Wireless Keyboard" on page 112.

Navigating

Select and hear text by:

- Character, word, or line
- Heading
- Link, visited link, non-visited link, or in-page link
- Form control
- Table or row (when navigating a table)
- List
- Landmark
- Image
- Static text
- Items of the same type
- Buttons
- Text fields
- Search fields
- Containers (screen regions such as the dock)

Zoom in or out

Entering text
Move insertion point and hear text by:

- Character, word, or line

Select edit function

Select language

Using a control
Select and hear values by:

- Character, word, or line

Adjust the value of the control object

Entering and editing text with VoiceOver

When you select a text field with VoiceOver, you can use the onscreen keyboard or an external keyboard connected to iPad to enter text. You can use the editing features of iPad to cut, copy, or paste in the text field.

There are two ways to enter text in VoiceOver—*standard* typing and *touch* typing. With standard typing, you select a key, then double-tap the screen to enter the character. With touch typing, you touch to select a key and the character is entered automatically when you lift your finger. Touch typing can be quicker, but may require more practice than standard typing.

VoiceOver also lets you use the editing features of iPad to cut, copy, or paste in a text field.

Enter text: Select an editable text field, double-tap to display the insertion point and the onscreen keyboard, and type characters.

- *Standard typing:* Select a key on the keyboard by flicking left or right, then double-tap to enter the character. Or move you finger around the keyboard to select a key and, while continuing to touch the key with one finger, tap the screen with another finger. VoiceOver speaks the key when it's selected, and again when the character is entered.
- *Touch typing:* Touch a key on the keyboard to select it, then lift your finger to enter the character. If you touch the wrong key, move your finger on the keyboard until you select the key you want. VoiceOver speaks the character for each key as you touch it, but doesn't enter a character until you lift your finger.

  Note: Touch typing works only for the keys that enter text. Use standard typing for other keys such as Shift, Delete, and Return.

Move the insertion point: Flick up or down to move the insertion point forward or backward in the text. Use the rotor to choose whether you want to move the insertion point by character, by word, or by line. VoiceOver makes a sound when the insertion point moves, and speaks the character, word, or line that the insertion point moves across.

When moving forward by words, the insertion point is placed at the end of each word, before the space or punctuation that follows. When moving backward, the insertion point is placed at the end of the preceding word, before the space or punctuation that follows it. To move the insertion point past the punctuation at the end of a word or sentence, use the rotor to switch back to character mode. When moving the insertion point by line, VoiceOver speaks each line as you move across it. When moving forward, the insertion point is placed at the beginning of the next line (except when you reach the last line of a paragraph, when the insertion point is moved to the end of the line just spoken). When moving backward, the insertion point is placed at the beginning of the line that's spoken.

Choose standard or touch typing	With VoiceOver turned on and a key selected on the keyboard, use the rotor to select Typing Mode, then flick up or down.
Delete a character	Select the ⌫, then double-tap or split-tap. You must do this even when touch typing. To delete multiple characters, touch and hold the Delete key, then tap the screen with another finger once for each character your want to delete. VoiceOver speaks the character as it's deleted. If Use Pitch Change is turned on, VoiceOver speaks deleted characters in a lower pitch.
Select text	Set the rotor to Edit, flick up or down to choose Select or Select All, then double-tap. If you chose Select, the word closest to the insertion point is selected when you double-tap. If you chose Select All, the entire text is selected. Pinch apart or together to increase or decrease the selection.
Cut, copy, or paste	Make sure the rotor is set to edit. With text selected, flick up or down to choose Cut, Copy, or Paste, then double-tap.
Undo	Shake iPad, flick left or right to choose the action to undo, then double-tap.
Enter an accented character	In standard typing mode, select the plain character, then double-tap and hold until you hear a sound indicating alternate characters have appeared. Drag left or right to select and hear the choices. Release your finger to enter the current selection.
Change the language you're typing in	Set the rotor to Language, then flick up or down. Choose "default language" to use the language specified in International settings. The Language rotor appears only if you select more than one language in the VoiceOver Language Rotor setting. See "Setting up VoiceOver" on page 106.

Using VoiceOver with Safari

When you search the web in Safari with VoiceOver on, the Search Results rotor items lets you hear the list of suggested search phrases.

Search the web: Select the search field, enter your search, then select Search Results using the rotor. Flick right or left to move down or up the list, then double-tap the screen to search the web using the current search phrase.

Using VoiceOver with Maps

You can use VoiceOver to zoom in or out, select pins, and get information about locations.

Zoom in or out: Select the map, use the rotor to choose zoom mode, then flick up or down to zoom in or out.

Select a pin: Touch a pin, or flick left or right to move from one item to another.

Get information about a location: With a pin selected, double-tap to display the information flag. Flick left or right to select the More Info button, then double-tap to display the information page.

Controlling VoiceOver Using an Apple Wireless Keyboard

You can control VoiceOver on iPad using an Apple Wireless Keyboard. See "Using Bluetooth devices" on page 35.

You can use VoiceOver keyboard commands to navigate the screen, select items, read screen contents, adjust the rotor, and perform other VoiceOver actions. All the keyboard commands (except one) include Control-Option, abbreviated in the table below as "VO."

VoiceOver Help speaks keys or keyboard commands as you type them. You can use VoiceOver Help to learn the keyboard layout and the actions associated with key combinations.

VoiceOver Keyboard Commands

VO = Control-Option

Read all, starting from the current position	VO–A
Read from the top	VO–B
Move to the status bar	VO–M
Press the Home button	VO–H
Select the next or previous item	VO–Right Arrow or VO–Left Arrow
Tap an item	VO–Space bar
Double-tap with two fingers	VO–"-"
Choose the next or previous rotor item	VO–Up Arrow or VO–Down Arrow
Choose the next or previous speech rotor item	VO–Command–Left Arrow or VO–Command–Right Arrow
Adjust speech rotor item	VO–Command–Up Arrow or VO–Command–Down Arrow
Mute or unmute VoiceOver	VO–S
Turn the screen curtain on or off	VO–Shift-S
Turn on VoiceOver help	VO–K
Return to the previous screen, or turn off VoiceOver help	Escape

Quick Nav

Turn on Quick Nav to control VoiceOver using the arrow keys. Quick Nav is off by default.

Turn Quick Nav on or off	Left Arrow–Right Arrow
Select the next or previous item	Right Arrow or Left Arrow
Select the next or previous item specified by the rotor setting	Up Arrow or Down Arrow
Select the first or last item	Control–Up Arrow or Control–Down Arrow
"Tap" an item	Up Arrow–Down Arrow
Scroll up, down, left, or right	Option–Up Arrow, Option–Down Arrow, Option–Left Arrow, or Option–Right Arrow
Change the rotor	Up Arrow–Left Arrow or Up Arrow–Right Arrow

Single Letter Quick Nav for the Web

When you view a web page with Quick Nav enabled, you can use the following keys on the keyboard to navigate the page quickly. Typing the key moves to the next item of the indicated type. Hold the Shift key as you type the letter to move to the previous item.

H	Heading
L	Link
R	Text field
B	Button

C	Form control
I	Image
T	Table
S	Static text
W	ARIA landmark
X	List
M	Element of the same type
1	Level 1 heading
2	Level 2 heading
3	Level 3 heading
4	Level 4 heading
5	Level 5 heading
6	Level 6 heading

Using a braille display with VoiceOver

Setting up a braille display

You can use a refreshable Bluetooth braille display to read VoiceOver output in braille. In addition, braille displays with input keys and other controls can be used to control iPad when VoiceOver is turned on. iPad works with many of the most popular wireless braille displays. For a list of supported braille displays, see www.apple.com/accessibility/voiceover/devicesupport.

Set up a braille display: Turn on the display, then go to Settings > General > Bluetooth and turn on Bluetooth. Then go to Settings > General > Accessibility > VoiceOver > Braille and choose the display.

Turn contracted braille on or off	Go to Settings > General > Accessibility > VoiceOver > Braille.
Turn eight-dot braille on or off	Go to Settings > General > Accessibility > VoiceOver > Braille.

Choosing a language

The braille display uses the language that's set for Voice Control. This is normally the language that's set for iPad in Settings > International > Language. You can use the VoiceOver language setting to set a different language for VoiceOver and braille displays.

Set the language for VoiceOver: Go to Settings > General > International > Voice Control, then choose the language.

If you change the language for iPad, you may need to reset the language for VoiceOver and your braille display.

Controlling VoiceOver with your braille display

You can set the leftmost or rightmost cell of your braille display to provide system status and other information:

- Announcement History contains an unread message
- The current Announcement History message has not been read
- VoiceOver speech is muted
- The iPad battery is low (less than 20% charge)
- iPad is in landscape orientation
- The screen display is turned off

- The current line contains additional text to the left
- The current line contains additional text to the right

Set the leftmost or rightmost cell to display status information: Go to Settings > General > Accessibility > VoiceOver > Braille > Status Cell, then tap Left or Right.

See an expanded description of the status cell: On your braille display, press the status cell's router button.

Triple-Click Home

Triple-click Home is an easy way to turn some accessibility features on or off by quickly pressing the Home button ▢ three times. You can set Triple-click Home to turn VoiceOver on or off, turn White on Black on or off, or ask if you would like to triple-click the Home button to:

- Turn VoiceOver on or off
- Turn White on Black on or off
- Turn Zoom on or off

Triple-click Home is normally turned off.

Set the Triple-click Home function: Go to Settings > General > Accessibility > Triple-click Home, then choose the function you want.

Zoom

The Zoom accessibility feature lets you magnify the entire screen to help you see what's on the display.

Turn Zoom on or off: Go to Settings > General > Accessibility > Zoom, then tap the Zoom On/Off switch. Or, use Triple-click Home. See "Triple-Click Home" on page 115.

Zoom in or out	Double-tap the screen with three fingers. By default, the screen is magnified 200 percent. If you manually change the magnification (by using the tap-and-drag gesture, described below), iPad automatically returns to that magnification when you zoom in by double-tapping with three fingers.
Increase magnification	With three fingers, tap and drag toward the top of the screen (to increase magnification) or toward the bottom of the screen (to decrease magnification). The tap-and-drag gesture is similar to a double-tap, except you don't lift your fingers on the second tap—instead, drag your fingers on the screen. Once you start dragging, you can drag with a single finger.
Move around the screen	When zoomed in, drag or flick the screen with three fingers. Once you start dragging, you can drag with a single finger so that you can see more of the screen. Hold a single finger near the edge of the display to pan to that side of the screen image. Move your finger closer to the edge to pan more quickly. When you open a new screen, Zoom always goes to the top-middle of the screen.

While using Zoom with an Apple Wireless Keyboard, the screen image follows the insertion point, keeping it in the center of the display. See "Using an Apple Wireless Keyboard" on page 30.

Large Text

Large Text lets you make the text larger in Mail and Notes. You can choose 20-point, 24-point, 32-point, 40-point, 48-point, or 56-point text.

Set the text size: Go to Settings > General > Accessibility > Large Text.

White on Black

Use White on Black to invert the colors on the iPad display, which may make it easier to read the screen. When White on Black is turned on, the screen looks like a photographic negative.

Invert the screen's colors: Go to Settings > General > Accessibility > White on Black.

Speak Selection

Even with VoiceOver turned off, you can have iPad read aloud any text you can select.

Turn on Speak Selection and adjust speaking rate: Go to Settings > General > Accessibility > Speak Selection.

Have text read to you	Select the text, then tap Speak.

Speak Auto-Text

Speak Auto-text speaks the text corrections and suggestions iPad makes when you type.

Turn Speak Auto-text on or off: Go to Settings > General > Accessibility > Speak Auto-text.

Speak Auto-text also works with VoiceOver or Zoom.

Mono Audio

Mono Audio combines the sound of the left and right channels into a mono signal played on both sides. This lets users with hearing impairment in one ear hear the entire sound signal with the other ear.

Turn Mono Audio on or off: Go to Settings > General > Accessibility > Mono Audio.

AssistiveTouch

AssistiveTouch helps you use iPad if you have difficulty touching the screen or pressing the buttons. You can use a compatible adaptive accessory (such as a joystick) together with AssistiveTouch to control iPad. You can also use AssistiveTouch without an accessory to perform gestures that are difficult for you.

Turn on AssistiveTouch: Go to Settings > General > Accessibility > AssistiveTouch. You can also set Triple-click Home to turn AssistiveTouch on or off; go to Settings > General > Accessibility > Triple-click Home.

Adjust the tracking speed	Go to Settings > General > Accessibility > AssistiveTouch > Touch speed.
Show or hide the AssistiveTouch menu	Click the secondary button on your accessory.
Hide the menu button	Go to Settings > General > Accessibility > AssistiveTouch > Always Show Menu.
Perform a flick or drag that uses 2, 3, 4, or 5 fingers	Tap the menu button, tap Gestures, and then tap the number of digits needed for the gesture. When the corresponding circles appear on the screen, flick or drag in the direction required by the gesture. When you're finished, tap the menu button.

Perform a pinch gesture	Tap the menu button, tap Favorites, and then tap Pinch. When the pinch circles appear, touch anywhere on the screen to move the pinch circles, then drag the pinch circles in or out to perform a pinch gesture. When you finish, tap the menu button.
Create your own gesture	Tap the menu button, tap Favorites, and then tap an empty gesture placeholder. You can also go to Settings > General > Accessibility > AssistiveTouch > "Create custom gesture."
Lock or rotate the screen, adjust iPad volume, toggle the Side Switch, or simulate shaking iPad	Tap the menu button, then tap Device.
Simulate pressing the Home button	Tap the menu button, then tap Home.
Move the menu button	Drag it to any location on the screen.
Exit a menu without performing a gesture	Tap anywhere outside the menu.

Universal Access in Mac OS X

Take advantage of the Universal Access features in Mac OS X when you use iTunes to sync information and content from your iTunes library to iPad. In the Finder, choose Help > Mac Help, then search for "universal access."

For more information about iPad and Mac OS X accessibility features, go to www.apple.com/accessibility.

Minimum font size for mail messages

To increase readability, set the minimum font size for Mail message text to Large, Extra Large, or Giant.

Set the minimum mail message font size: Go to Settings > Mail, Contacts, Calendars > Minimum Font Size.

The Large Text setting overrides this minimum font size.

Widescreen keyboards

All built-in iPad apps show a larger onscreen keyboard when you rotate iPad to landscape view. You can also type using an Apple Wireless Keyboard.

Closed captioning

Turn on closed captioning for videos: Go to Settings > Video > Closed Captioning.

Not all video content includes closed captions.

Settings

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Airplane Mode

Airplane mode disables the wireless features in order to reduce potential interference with aircraft operation and other electrical equipment.

Turn on airplane mode: Tap Settings and turn airplane mode on.

When airplane mode is on, ✈ appears in the status bar at the top of the screen. No Wi-Fi, cellular (for iPad Wi-Fi + 3G) or Bluetooth signals are emitted from iPad, disabling any feature that uses the Internet.

If allowed by the aircraft operator and applicable laws and regulations, you can continue to listen to music, watch videos, browse email, calendar, and other data you've previously received, and use apps that don't require an Internet connection.

If Wi-Fi is available and allowed by the aircraft operator and applicable laws and regulations, go to Settings > Wi-Fi to turn it on. Similarly, you can turn on BlueTooth in Settings > General > BlueTooth.

Wi-Fi

Joining a Wi-Fi network

Wi-Fi settings determine whether iPad uses local Wi-Fi networks to connect to the Internet. When iPad is joined to a Wi-Fi network, the Wi-Fi icon in the status bar at the top of the screen shows signal strength. The more bars you see, the stronger the signal.

Once you join a Wi-Fi network, iPad automatically connects to it whenever the network is in range. If more than one previous used network is in range, iPad joins the one last used.

If no Wi-Fi networks are available, iPad Wi-Fi + 3G connects over your cellular network, if possible.

You can also use iPad to set up a new AirPort base station that provides Wi-Fi services to your home or office. See "Setting up an AirPort base station" on page 119.

Turn Wi-Fi on or off: Go to Settings > Wi-Fi.

Set iPad to ask if you want to join a new network	Go to Settings > Wi-Fi and turn "Ask to Join Networks" on or off. If "Ask to Join Networks" is turned off, you must manually join a network to connect to the Internet when a previously used network isn't available.
Forget a network, so iPad doesn't join it	Go to Settings > Wi-Fi and tap next to a network you've joined before. Then tap "Forget this Network."
Join a closed Wi-Fi network	To join a Wi-Fi network that isn't shown in the list of scanned networks, go to Settings > Wi-Fi > Other, then enter the network name. You must already know the network name, password, and security type to connect to a closed network.
Adjust settings for connecting to a Wi-Fi network	Go to Settings > Wi-Fi, then tap next to a network.

Setting up an AirPort base station

An AirPort base station provides a Wi-Fi connection to your home, school, or small business network. You can use iPad to set up a new AirPort Express base station, AirPort Extreme base station, or Time Capsule.

Use the AirPort Setup Assistant: Go to Settings > Wi-Fi. Under the "Set up an AirPort base station" heading, tap the name of the base station you want to set up. Then follow the onscreen instructions.

Some older AirPort base stations cannot be set up using an iOS device. For setup instructions, see the documentation that came with the base station.

If the base station you want to set up isn't listed, make sure it has power, that you're within range, and that it hasn't already been configured. You can only set up base stations that are new or have been reset.

If your AirPort base station is already configured, the AirPort Utility app from the App Store lets you change the base station's settings and monitor its status.

Notifications

Push notifications appear in Notification Center and alert you to new information, even when an app isn't running. Notifications vary by app, but may include text or sound alerts, and a numbered badge on the app icon on the Home screen.

You can turn notifications off if you don't want to be notified, and you can change the order notifications appear in.

Turn notifications on or off: Go to Settings > Notifications. Tap an item in the list, then turn notifications on or off for that item.

Apps that have notifications turned off are shown in the Not In Notification Center list.

Change the number of notifications	Tap Notifications, then choose an item from the In Notification Center list. Tap Show to select how many notifications of this type appear in Notification Center.
Change the alert styles	Tap Notifications, then choose an item from the In Notification Center list. Select None to turn off alerts for new notifications.
Change the order of notifications	Tap Notifications, then tap Edit. Drag the notifications to reorder them. To turn off a notification, drag it to the Not In Notification Center list.

Display numbered badges on apps with notifications	Tap Notifications, then choose an item from the In Notification Center list. Turn off Badge App Icon.
Prevent alerts when iPad is locked	Tap Notifications, then choose an app from the In Notification Center list. Turn off "View in Lock Screen" to hide alerts from the app when iPad is locked.

Some apps have additional options. For example, Messages lets you specify how many times the alert sound is repeated and if message previews are included in the notification.

Location Services

Location Services lets apps such as Reminders, Maps, Camera, and third-party location-based apps gather and use data showing your location. The location data collected by Apple is not collected in a form that personally identifies you. Your approximate location is determined using available information from cellular network data (on iPad Wi-Fi + 3G), and from local Wi-Fi networks (if you have Wi-Fi turned on). To conserve battery life, turn Location Services off when you're not using it.

When an app is using Location Services, ➤ appears in the status bar.

Every app and system service that uses Location Services appears in the Location Services settings screen, showing whether Location Services is turned on or off for that app or service. You can turn Location Services off for some or for all apps and services, if you don't want to use this feature. If you turn Location Services off, you're prompted to turn it on again the next time an app or service tries to use it.

If you have third-party apps on iPad that use Location Services, review the third party's terms and privacy policy for each app to understand how it uses your location data.

Turn Location Services on or off: Go to Settings > Location Services.

Carrier

This setting appears on iPad Wi-Fi + 3G when you're outside of your carrier's network and other local carrier data networks are available to use for cellular network Internet connections.

Select a carrier: Choose Carrier and select the network you want to use.

Cellular Data

Use Cellular Data settings (on iPad Wi-Fi + 3G only) to activate cellular data service, change your data plan, turn cellular use on or off, or add a Personal Identification Number (PIN) to lock the micro-SIM card.

Activate, view, or change your cellular data account: Go to Settings > Cellular Data, then tap View Account. Follow the onscreen instructions.

Turn Cellular Data on or off	Go to Settings > Cellular Data. If Cellular Data is turned off, all data services will use only Wi-Fi, including email, web browsing, push notifications and other services. If Cellular Data is turned on, carrier charges may apply. For example, certain features and services such as Messages transfer data, and your use of these features and services could impact charges to your data plan.
Turn Data Roaming on or off	Go to Settings > Cellular Data. Turning off Data Roaming avoids carrier charges that may arise when using a network provided by a different carrier.

VPN

VPNs used within organizations lets you communicate private information securely over a non-private network. You may need to configure VPN, for example, in order to access your work email. This setting appears when you have VPN configured on iPad, and lets you turn VPN on or off. See "Network" on page 122.

Brightness & Wallpaper

Use Brightness settings to adjust the screen to a comfortable level.

Adjust the screen brightness: Go to Settings > Brightness & Wallpaper and drag the slider.

Set whether iPad adjusts screen brightness automatically	Go to Settings > Brightness & Wallpaper and turn Auto-Brightness on or off. If Auto-Brightness is on, iPad adjusts the screen brightness for current light conditions using the built-in ambient light sensor.

Wallpaper settings let you set an image or photo as wallpaper for the Lock screen or Home screen. See "Changing the wallpaper" on page 26.

Picture Frame

Picture Frame mode turns iPad into an animated picture frame. Choose which transitions and photos to display. Choose whether to zoom in on faces and whether to shuffle photos.

Activate Picture Frame: Tap on the Lock screen.

Turn off Picture Frame	Go to Settings > General > Passcode Lock. Turn off Picture Frame to remove from the Lock screen.

General

General settings include network, sharing, security, and other iOS settings. You can also find information about your iPad, and reset various iPad settings.

About

Go to Settings > General > About to get information about your iPad, including available storage space, serial numbers, network addresses, and legal and regulatory information.

Change the name of your iPad: Go to Settings > General > About, then tap Name.

The name appears in the sidebar when iPad is connected to iTunes, and it's used by iCloud.

Software Update

Software Update lets you download and install iOS updates from Apple.

Update to the latest iOS version: Go to Settings > General > Software Update.

If a newer version of iOS is available, follow the onscreen instructions to download and install the update.

Note: Make sure iPad is connected to a power source so that the installation, which can take several minutes, completes successfully.

Usage

You can view available storage space, display battery power remaining, and, on iPad Wi-Fi + 3G, cellular usage.

View available storage: Go to Settings > General > Usage.

Manage iCloud storage	Go to Settings > General > Usage > Manage Storage.
View app storage	Go to Settings > General > Usage. Each installed app's total storage space is shown. For more details, tap the app's name.
See your cellular usage	Go to Settings > General > Usage > Cellular Usage. Available on iPad Wi-Fi + 3G.
Reset your usage statistics	Go to Settings > General > Usage > Cellular Usage, then tap Reset Statistics to clear the data and cumulative time statistics.
Show battery percentage	Go to Settings > General > Usage and turn Battery Percentage on.

Sounds

You can set iPad to play a sound whenever you get a new message, email, or reminder. Sounds can also play for appointments, sending an email, keyboard clicks, and when you lock iPad.

When set to silent, iPad doesn't play any alert, or effects sounds. It does, however, play alarms set using Clock.

Adjust the alerts volume: Go to Settings > General > Sounds and drag the slider. Or, if "Change with Buttons" is turned on, use the volume buttons on the side of iPad.

Note: In some countries or regions, the sound effects for Camera are played even if iPad is set to silent.

Allow the volume buttons to change alerts volume	Go to Settings > General > Sounds and turn on "Change with Buttons."
Set the alert and other sounds	Go to Settings > General > Sounds and select tones for the items in the list.

Network

Use Network settings to configure a VPN (virtual private network) connection and access Wi-Fi settings.

Add a new VPN configuration	Go to Settings > General > Network > VPN > Add VPN Configuration. Ask your network administrator which settings to use. In most cases, if you've set up VPN on your computer, you can use the same VPN settings for iPad. See "VPN" on page 121.

For information about Wi-Fi settings, see "Wi-Fi" on page 118.

Bluetooth

iPad can connect wirelessly to Bluetooth devices such as headphones. You can also connect the Apple Wireless Keyboard using Bluetooth. See "Using an Apple Wireless Keyboard" on page 30.

Turn Bluetooth on or off: Go to Settings > General > Bluetooth.

iTunes Wi-Fi Sync

You can sync iPad with iTunes on a computer that's connected to the same Wi-Fi network.

Enable iTunes Wi-Fi Sync: Connect iPad to your computer using the Dock Connector to USB Cable. In iTunes, turn on "Sync over Wi-Fi connection" in the device's Summary pane. See "Syncing with iTunes" on page 19.

After you configure Wi-Fi Sync, iPad syncs with iTunes automatically, once a day, when it is connected to a power source and:

- iPad and your computer are both connected to the same Wi-Fi network.
- iTunes on your computer is running.

See Wi-Fi Sync status	Go to Settings > General > iTunes Wi-Fi Sync.
Immediately sync with iTunes	Go to Settings > General > iTunes Wi-Fi Sync, then tap Sync Now.

Spotlight Search

The Spotlight Search setting lets you specify the content areas searched by Search, and rearrange the order of the results.

Set which content areas are searched by Search: Go to Settings > General > Spotlight Search, then select the items to search.

Set the order of search result categories	Go to Settings > General > Spotlight Search. Touch ☰ next to an item and drag to move the item in the list.

Auto-Lock

Locking iPad turns off the display, saves your battery, and prevents unintended operation of iPad. You can still adjust the volume while listening to music.

Set the amount of time before iPad locks: Go to Settings > General > Auto-Lock, then choose a time.

Passcode Lock

By default, iPad doesn't require a passcode to unlock it.

Setting a passcode enables data protection. See "Security features" on page 36.

Set a passcode: Go to Settings > General > Passcode Lock to set a 4-digit passcode.

If you forget your passcode, you must restore the iPad software. See "Updating iPad" on page 136.

Turn passcode lock off or change your passcode	Go to Settings > General > Passcode Lock.
Set how long before your passcode is required	Go to Settings > General > Passcode Lock and enter your passcode. Tap Require Passcode, then select how long iPad can be locked before you need to enter a passcode to unlock it.
Turn Simple Passcode on or off	Go to Settings > General > Passcode Lock. A simple passcode is a four-digit number. To increase security, turn off Simple Passcode and use a longer passcode with a combination of numbers, letters, punctuation, and special characters.
Erase data after ten failed passcode attempts	Go to Settings > General > Passcode Lock and tap Erase Data. After ten failed passcode attempts, all settings are reset, and all your information and media are erased by removing the encryption key to the data.
Turn Picture Frame on or off	Go to Settings > General > Passcode Lock and turn off Picture Frame. See "Picture Frame" on page 121.

iPad Cover Lock / Unlock

You can automatically lock or unlock iPad 2 when you use it with the iPad Smart Cover (available separately). When this is turned on, iPad automatically locks and goes to sleep when you close the cover, and then wakes and when you open it.

Restrictions

You can set restrictions for the use of some apps and for purchased content. For example, parents can restrict explicit music from being seen on playlists, or turn off YouTube access.

Turn on restrictions: Go to Settings > General > Restrictions, then tap Enable Restrictions.

Important: If you forget your passcode, you must restore the iPad software from iTunes. See "Restoring iPad" on page 136.

You can set the following restrictions:

Safari	Safari is disabled and its icon is removed from the Home screen. You cannot use Safari to browse the web or access web clips.
YouTube	YouTube is disabled and its icon is removed from the Home screen.
Camera	Camera is disabled and its icon is removed from the Home screen. You cannot take photos.
FaceTime	You cannot make or receive FaceTime video calls. The FaceTime icon is removed from the Home screen.
iTunes	The iTunes Store is disabled and its icon is removed from the Home screen. You cannot preview, purchase, or download content.
Ping	You cannot access Ping or any of its features.
Installing Apps	The App Store is disabled and its icon is removed from the Home screen. You cannot install apps on iPad.
Deleting Apps	You cannot delete apps from iPad. ⊗ doesn't appear on app icons when you're customizing the Home screen.
Location	Turn Location Services off for individual apps. You can also lock Location Services so that changes to the settings can't be made, including authorizing additional apps to use the services.
Accounts	The current Mail, Contacts, Calendar settings are locked and you cannot add, modify, or delete accounts.
In-app Purchases	Turn off In-App Purchases. When enabled, this feature allows you to purchase additional content or functionality within apps downloaded from the App Store.
Require Password for In-App Purchases	Requires you to enter your Apple ID for in-app purchases after the time period you specify.
Set content restrictions	Tap Ratings For, then select a country from the list. You can then set restrictions using a country's ratings system for music, podcasts, movies, TV show, and apps. Content that doesn't meet the rating you select won't appear on iPad.
Restrict multiplayer games	When Multiplayer Games is turned off, you can't request a match, send or receive invitations to play games, or add friends in Game Center.
Restrict adding friends	When Adding Friends is off, you can't make or receive friend requests in Game Center. If Multiplayer Games is turned on, you can continue to play with existing friends.

Side Switch

You can use the Side Switch to lock screen orientation or to silence notifications and sound effects.

Lock the screen in portrait or landscape orientation: Go to Settings > General > "Use the Side Switch to…," then tap Lock Rotation.

Mute notifications and other sound effects: Go to Settings > General > "Use the Side Switch to…," then tap Mute.

The Side Switch doesn't mute audio or video playback.

Multitasking Gestures

Multitasking gestures let you quickly switch between apps, reveal the multitasking bar, and go the Home screen. See "Using multitasking gestures" on page 15.

Date & Time

These settings apply to the time shown in the status bar at the top of the screen, and in world clocks and calendars.

Set whether iPad shows 24-hour time or 12-hour time: Go to Settings > General > Date & Time, then turn 24-Hour Time on or off. (24-Hour Time may not be available in all countries or regions.)

Set whether iPad updates the date and time automatically	Go to Settings > General > Date & Time. If iPad is set to update the time automatically, it determines your time zone based on your Internet connection and updates it for the time zone you're in. If you're traveling, iPad may not be able to automatically set the local time.
Set the date and time manually	Go to Settings > General > Date & Time, then turn Set Automatically off. Tap Time Zone to set your time zone. "Tap Date & Time," then tap "Set Date & Time" and enter the date and time.

Keyboard

You can turn on keyboards for writing in different languages, and you can turn typing features, such as spell-checking, on or off. For information about keyboard options, see "Typing" on page 26.

For information about using international keyboards, see Appendix B, "International Keyboards," on page 129.

International

Use International settings to set the language for iPad, turn keyboards for different languages on or off, and set the date, time, and telephone number formats for your country or region.

Set the language for iPad: Go to Settings > General > International > Language, choose the language you want to use, then tap Done.

Set the calendar format	Go to Settings > General > International > Calendar, and choose the format.
Set the date, time, and telephone number formats	Go to Settings > General > International > Region Format, then choose your region. The Region Format also determines the language used for the days and months that appear in apps.

Accessibility

To turn on accessibility features, choose Accessibility and choose the features you want. See Chapter 24, "Accessibility," on page 105.

Profiles

This setting appears if you install one or more profiles on iPad. Tap Profiles to see information about the profiles you install. For more information about profiles see Appendix A, "iPad in Business," on page 127.

Reset

You can reset the word dictionary, network settings, home screen layout, and location warnings. You can also erase all of your content and settings.

Erase all content and settings: Go to Settings > General > Reset, then tap Erase All Content and Settings.

After confirming that you want to reset iPad, all content, your personal information, and settings are removed. It cannot be used until it's set up again.

Reset all settings	Go to Settings > General > Reset and tap Reset All Settings. All your preferences and settings are reset.
Reset network settings	Go to Settings > General > Reset and tap Reset Network Settings. When you reset network settings, your list of previously used networks and VPN settings not installed by a configuration profile are removed. Wi-Fi is turned off and then back on, disconnecting you from any network you're on. The Wi-Fi and "Ask to Join Networks" settings are left turned on. To remove VPN settings installed by a configuration profile, go to Settings > General > Profile, then select the profile and tap Remove. This also removes other settings and accounts provided by the profile.
Reset the keyboard dictionary	Go to Settings > General > Reset and tap Reset Keyboard Dictionary. You add words to the keyboard dictionary by rejecting words iPad suggests as you type. Tap a word to reject the correction and add the word to the keyboard dictionary. Resetting the keyboard dictionary erases all words you've added.
Reset the Home screen layout	Go to Settings > General > Reset and tap Reset Home Screen Layout.
Reset location warnings	Go to Settings > General > Reset and tap Reset Location Warnings. Location warnings are requests made by apps to use Location Services. iPad presents a location warning for an app the first time the app makes a request to use Location Services. If you tap Cancel in response, the request isn't shown again. To reset the location warnings so that you get a request for each app, tap Reset Location Warnings.

Settings for apps

See other chapters for information about settings for apps. For example, for Safari settings, see Chapter 4, "Safari," on page 38.

iPad in Business

A Appendix

iPad in the enterprise

With support for secure access to corporate networks, directories, and Microsoft Exchange, iPad is ready to go to work. For detailed information about using iPad in business, go to www.apple.com/ipad/business.

Using configuration profiles

If you're in an enterprise environment, you may be able to set up accounts and other items on iPad by installing a configuration profile. Configuration profiles let your administrator set up your iPad to use the information systems at your company, school, or organization. For example, a configuration profile might set up your iPad to access the Microsoft Exchange servers at work, so iPad can access your Exchange email, calendars, and contacts.

A configuration profile can configure many different settings on iPad. For example, a configuration profile can set up your Microsoft Exchange account, VPN account, and certificates for secure access to your company's network and information. A configuration profile can also turn on Passcode Lock, which requires you to create and enter a passcode in order to use iPad.

Your administrator may distribute configuration profiles by email, by putting them on a secure webpage, or by installing them directly on iPad for you. Your administrator may have you install a profile that ties your iPad to a mobile device management server, which allows your administrator to configure your settings remotely.

Install configuration profiles: On iPad, open the email message or download the configuration profiles from the website your administrator provides. When you open the configuration profile, installation begins.

Important: You may be asked whether a configuration profile is trusted. If in doubt, ask your administrator before installing the configuration profile.

You can't change the settings in a configuration profile. If you want to change settings, you must first remove the configuration profile, or install a new configuration profile with the new settings.

Remove a configuration profile: Go to Settings > General > Profile, then select the configuration profile and tap Remove.

Removing a configuration profile deletes the settings and all other information installed by the profile.

Setting up Microsoft Exchange accounts

Microsoft Exchange provides email, contact, tasks, and calendar information that you can automatically sync wirelessly to iPad. You can set up an Exchange account directly on iPad.

Set up an Exchange account on iPad: Go to Settings > Mail, Contacts, Calendars. Tap Add Account, then tap Microsoft Exchange.

Your service provider or administrator can provide the account settings you need.

VPN access

VPN (virtual private network) provides secure access over the Internet to private networks, such as the network at your company or school. Use Network settings on iPad to configure and turn on VPN. Ask your administrator what settings you should use.

VPN can also be set up automatically by a configuration profile. When VPN is set up by a configuration profile, iPad may turn VPN on automatically whenever it's needed. For more information, contact your administrator.

LDAP and CardDAV accounts

When you set up an LDAP account, you can view and search for contacts on your company or organization's LDAP server. The server appears as a new group in Contacts. Because LDAP contacts aren't downloaded to iPad, you must have an Internet connection to view them. Check with your administrator for account settings and other requirements (such as VPN).

When you set up a CardDAV account, your account contacts are synced with iPad over the air. You may also be able to search for contacts on your company or organization's CardDAV server.

Set up an LDAP or CardDAV account: Go to Settings > Mail, Contacts, Calendars, then tap Add Account. Tap Other.

Your service provider or administrator can provide the account settings you need.

International Keyboards

International keyboards let you type text in many different languages, including Asian languages and languages written from right to left.

Adding and removing keyboards

To type text in different languages on iPad, you use different keyboards. By default, only the keyboard for the language you've set is available. To make keyboards for other languages available, use Keyboard settings. For a list of keyboards supported by iPad, go to www.apple.com/ipad/specs.

Add a keyboard: Go to Settings > General > International > Keyboards > Add New Keyboard, then choose a keyboard from the list. Repeat to add more keyboards.

Remove a keyboard: Go to Settings > General > International > Keyboards, then tap Edit. Tap ⊖ next to the keyboard you want to remove, then tap Delete.

Edit your keyboard list: Go to Settings > General > International > Keyboards. Tap Edit, then drag ☰ next to a keyboard to a new place in the list.

Switching keyboards

To enter text in a different language, switch keyboards.

Switch keyboards while typing: Touch and hold the Globe key 🌐 to show all enabled keyboards. To choose a keyboard, slide your finger to the name of the keyboard, then release. The Globe key 🌐 appears when you enable more than one keyboard.

You can also tap 🌐. When you tap 🌐, the name of the newly activated keyboard appears briefly. Continue tapping to access other enabled keyboards.

Many keyboards provide letters, numbers, and symbols that aren't visible on the keyboard.

Enter accented letters or other alternate characters: Touch and hold the related letter, number, or symbol, then slide to choose a variant. On a Thai keyboard, for example, you can choose native numbers by touching and holding the related Arabic number.

Chinese

You can use keyboards to enter Chinese in several different ways, including Pinyin, Cangjie, Wubihua, and Zhuyin. You can also use your finger to write Chinese characters on the screen.

Typing using Pinyin

Use the QWERTY keyboard to type Simplified or Traditional Pinyin. As you type, suggested characters appear. Tap a suggestion to choose it, continue typing Pinyin to see more options.

If you keep entering Pinyin without spaces, sentence suggestions appear.

Typing using Cangjie

Build Chinese characters from the component Cangjie keys. As you type, suggested characters appear. Tap a character to choose it, or continue typing up to five components to see more options.

Typing using Stroke (Wubihua)

Use the keypad to build Chinese characters using up to five strokes, in the correct writing sequence: horizontal, vertical, left falling, right falling, and hook. For example, the Chinese character 圈 (circle) should begin with the vertical stroke 丨.

As you type, suggested Chinese characters appear (the most commonly used characters appear first). Tap a character to choose it.

If you're not sure of the correct stroke, enter an asterisk (*). To see more character options, type another stroke, or scroll through the character list.

Tap the match key (匹配) to show only characters that match exactly what you typed.

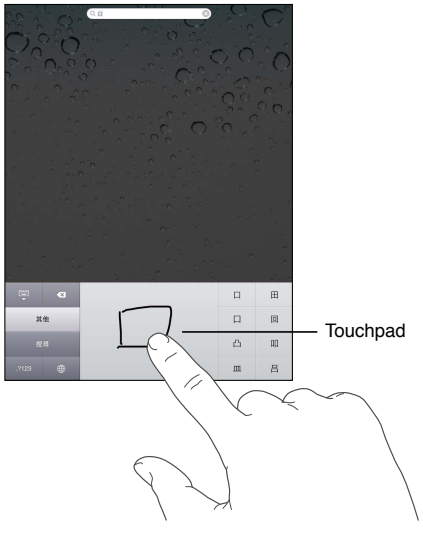
Typing using Zhuyin

Use the keyboard to enter Zhuyin letters. As you type, suggested Chinese characters appear. Tap a suggestion to choose it, or continue entering Zhuyin letters to see more options. After you type an initial letter, the keyboard changes to show more letters.

If you keep entering Zhuyin without spaces, sentence suggestions appear.

Drawing Chinese characters

When Simplified or Traditional Chinese handwriting formats are turned on, you can draw or write Chinese characters directly on the screen with your finger. As you write character strokes, iPad recognizes them and shows matching characters in a list, with the closest match at the top. When you choose a character, its likely follow-on characters appear in the list as additional choices.



Some complex characters, such as 鱲 (part of the name for the Hong Kong International Airport), 𨋢 (elevator), and 啱 (particle used in Cantonese), can be typed by writing two or more component characters in sequence. Tap the character to replace the characters you typed.

Roman characters are also recognized.

Converting between Simplified and Traditional Chinese

Select the character or characters you want to convert, then tap Replace.

Japanese

You can type Japanese using the Kana or Romaji keyboards. You can also type facemarks.

Typing Japanese Kana

Use the Kana keypad to select syllables. For more syllable options, tap the arrow key and select another syllable or word from the window.

Typing Japanese Romaji

Use the Romaji keyboard to type syllables. Alternative choices appear along the top of the keyboard, tap one to type it. For more syllable options, tap the arrow key and select another syllable or word from the window.

Typing Facemarks or Emoticons

Using the Japanese Kana keyboard, tap the ^_^ key.

Using the Japanese Romaji keyboard (QWERTY-Japanese layout), tap the Number key 123, then tap the ^_^ key.

Using the Chinese (Simplified or Traditional) Pinyin or (Traditional) Zhuyin keyboards, tap the Symbols key #+=, then tap the ^_^ key.

Typing Emoji characters

Use the Emoji keyboard to add picture characters. You also can type Emoji characters using a Japanese keyboard. For example, type はーと to get ♥.

Using the candidate list

As you type on Chinese, Japanese, or Arabic keyboards, suggested characters or candidates appear at the top of the keyboard. Tap a candidate to enter it, or flick to the left to see more candidates.

Use the extended candidate list: Tap the up arrow at the right to view the full candidate list. Flick up or down to scroll the list. Tap the down arrow to go back to the short list.

Using shortcuts

When using certain Chinese or Japanese keyboards, you can create a shortcut for word and input pairs. The shortcut is added to the personal dictionary. When you type a shortcut while using a supported keyboard, the associated word or input pair is substituted for the shortcut. Shortcuts are available for the following keyboards:

- Chinese - Simplified (Pinyin)
- Chinese - Traditional (Pinyin)
- Chinese - Traditional (Zhuyin)
- Japanese (Romaji)
- Japanese (50 Key)

Turn shortcuts on or off: Go to Settings > General > Keyboard > Shortcuts.

Vietnamese

Touch and hold a character to see the available diacritical marks, then slide to choose the one you want.

You can also type the following key sequences to enter characters with diacritical marks:

- aa—â (a circumflex)
- aw—ă (a caron)
- ee—ê (e circumflex)
- oo—ô (o circumflex)
- ow—ơ (o hook)
- w—ư (u hook)
- dd—đ (d dash)
- as—á (a acute)
- af—à (a grave)
- ar—ả (a question mark)
- ax—ã (a rising accent)
- aj—ạ (a drop tone)

Support and Other Information

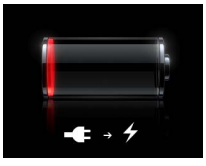
C Appendix

iPad Support site

Comprehensive support information is available online at www.apple.com/support/ipad. You can also use Express Lane for personalized support (not available in all areas). See expresslane.apple.com.

Low-battery image or "Not Charging" message appears

iPad is low on power and needs to charge for up to ten minutes before you can use it. For information about charging iPad, see "Charging the battery" on page 21.

or 

- When charging, make sure you're using the 10W USB power adapter that came with iPad or the USB port on a recent Mac. The fastest way to charge is to use the power adapter. See "Charging the battery" on page 21.
- For faster charging, turn iPad off.
- iPad may not charge when connected to the USB port on an older Mac, a PC, a keyboard, or to a USB hub.

If your Mac or PC doesn't provide enough power to charge iPad, a Not Charging message appears in the status bar. To charge iPad, disconnect it from your computer and connect it to a power outlet using the included Dock Connector to USB Cable and 10W USB power adapter.

iPad doesn't respond

- iPad may be low on power. Connect iPad to the 10W USB power adapter to charge. See "Charging the battery" on page 21.
- Press and hold the Sleep/Wake button for a few seconds until a red slider appears, then press and hold the Home button to force the app you were using to close.
- If that doesn't work, turn iPad off, and then turn it on again. Press and hold the Sleep/Wake button until a red slider appears, then drag the slider. Then press and hold the Sleep/Wake button until the Apple logo appears.
- If that doesn't work, reset iPad. Press and hold both the Sleep/Wake button and the Home button ▢ for at least ten seconds, until the Apple logo appears.
- If the screen doesn't rotate when you turn iPad, hold iPad upright, and make sure that the screen rotation lock is not engaged.

Restarting and resetting iPad

If something isn't working right, try restarting iPad, forcing an app to close, or resetting iPad.

Restart iPad: Hold down the Sleep/Wake button until the red slider appears. Slide your finger across the slider to turn off iPad. To turn iPad back on, hold down the Sleep/Wake until the Apple logo appears.

Force an app to close: Hold down the Sleep/Wake button on top of iPad for a few seconds until a red slider appears, then hold down the Home button until the app closes.

If you can't turn off iPad or if the problem continues, you may need to reset iPad. This should be done only if turning iPad off and on doesn't resolve the problem.

Reset iPad: Hold down the Sleep/Wake button and the Home button at the same time for at least ten seconds, until the Apple logo appears.

iPad doesn't respond after reset

- Reset iPad settings. Go to Settings > General > Reset > Reset All Settings. All your settings are reset, but your data and media aren't deleted.
- If that doesn't work, erase all content on iPad. See "Restarting and resetting iPad" on page 134.
- If that doesn't work, restore the iPad software. See "Updating iPad" on page 136.

"This accessory is not supported by iPad" appears

The accessory you attached may not work with iPad. Make sure the Dock Connector to USB Cable is free of debris, and refer to the documentation that came with the accessory.

An app doesn't fill the screen

Most apps for iPhone and iPod touch can be used with iPad, but they might not take advantage of the large screen. In this case, tap 2x to zoom in on the app. Tap 1x to return to the original size.

Look in the App Store to see if there's a version of the app that's optimized for iPad, or a universal version that's optimized for iPhone, iPod touch, and iPad.

Onscreen keyboard doesn't appear

If iPad is paired with a Bluetooth keyboard, the onscreen keyboard doesn't appear. To make the onscreen keyboard appear, press the Eject key on a Bluetooth keyboard. You can also make the onscreen keyboard appear by moving the Bluetooth keyboard out of range or turning it off.

Backing up iPad

You can use iCloud or iTunes to automatically back up iPad. If you choose to automatically back up using iCloud, you can't also automatically backup to your computer using iTunes, but you can use iTunes to back up manually to your computer.

Backing up with iCloud

iCloud automatically backs up iPad daily over Wi-Fi when it's connected to a power source and iPad is locked. The date and time of the last backup is listed at the bottom of the Storage & Backup screen. iCloud backs up your:

- Purchased music, TV shows, apps, and books
- Photos in your Camera Roll album
- iPad settings and app data
- Home screen and app organization
- Messages

Note: Purchased music isn't backed up in all areas and TV shows aren't available in all areas.

If you didn't enable iCloud backups when you first set up your iPad, you can turn it on in iCloud settings. When you turn on iCloud backup, iPad no longer backs up to your computer automatically when you sync with iTunes.

Turn on iCloud backups	Go to Settings > iCloud, then log in using your Apple ID and password, if required. Go to Storage & Backup, then turn on iCloud Backup on.
Back up immediately	Go to Settings > iCloud > Storage & Backup, then tap Back Up Now.
Manage your backups	Go to Settings > iCloud > Storage & Backup, then tap Manage Storage. Tap the name of your iPad.
Turn Camera Roll backup on or off	Go to Settings > iCloud > Storage & Backup, then tap Manage Storage. Tap the name of your iPad, then turn Camera Roll backup on or off.
View the devices being backed up	Go to Settings > iCloud > Storage & Backup > Manage Storage.
Stop iCloud automatic backups	Go to Settings > iCloud > Storage & Backup, then turn off iCloud Backup.

Music that isn't purchased in iTunes isn't backed up in iCloud. You have to use iTunes to back up and restore that content. See "Syncing with iTunes" on page 19.

Important: Backups for music or TV show purchases are not available in all areas. Previous purchases may be unavailable if they are no longer in the iTunes Store, App Store, or iBookstore.

Purchased content, as well as Photo Stream content, doesn't count against your 5 GB of free iCloud storage.

Backing up with iTunes

iTunes creates a backup of photos in Camera Roll or in Saved Photos, text messages, notes, contact favorites, sound settings, and more. Media files, such as songs, and some photos, aren't backed up, but can be restored by syncing with iTunes.

When you connect iPad to the computer you normally sync with, iTunes creates a backup each time you:

- *Sync with iTunes:* iTunes syncs iPad each time you connect iPad to your computer. iTunes won't automatically back up an iPad that isn't configured to sync with that computer. See "Syncing with iTunes" on page 19.
- *Update or restore iPad:* iTunes automatically backs up iPad before updating and restoring.

iTunes can also encrypt iPad backups to secure your data.

Encrypt iPad backups: Select "Encrypt iPad backup" in the iTunes Summary screen.

Restore iPad files and settings: Connect iPad to the computer you normally sync with, select iPad in the iTunes window, and click Restore in the Summary pane.

Removing an iTunes backup

You can remove an iPad backup from the list of backups in iTunes. You may want to do this, for example, if a backup was created on someone else's computer.

Remove a backup:

1. In iTunes, open iTunes Preferences.
   - *Mac:* Choose iTunes > Preferences.
   - *Windows:* Choose Edit > Preferences
2. Click Devices (iPad doesn't need to be connected).
3. Select the backup you want to remove, then click Delete Backup.
4. Click Delete, to confirm you wish to remove the selected backup, then click OK.

Updating and restoring iPad software

You can update iPad software in Settings or by using iTunes. Use iCloud or iTunes to restore iPad from a backup.

Deleted data is no longer accessible via the iPad user interface, but it isn't erased from iPad. For information about erasing all content and settings, see "Reset" on page 126.

For more information about updating and restoring iPad software, go to support.apple.com/kb/HT1414.

Updating iPad

You can update iPad software in Settings, or by using iTunes.

Update wirelessly on iPad: Go to Settings > General > Software Update. iPad checks for available software updates.

Update software in iTunes: iTunes checks for available software updates each time you sync iPad using iTunes. See "Syncing with iTunes" on page 19.

Restoring iPad

You can use iCloud or iTunes to restore iPad from a backup.

Restore from an iCloud backup: Reset iPad to erase all settings and information. Sign in to iCloud and choose Restore from a Backup in the Setup Assistant. See "Reset" on page 126.

Restore from an iTunes backup: Connect iPad to the computer you normally sync with, select iPad in the iTunes window, and click Restore in the Summary pane.

When the iPad software is restored, you can either set it up as a new iPad, or restore your music, videos, app data, and other content from a backup.

Safari, Mail, and Contacts

If iPad can't send or receive email, try these steps.

Can't send email

- In Settings, choose Mail, Contacts, Calendars, then select the account you're trying to use. Tap Account Info, then tap SMTP under Outgoing Mail Server. You can set up additional SMTP servers, or select one from another mail account on iPad. Contact your Internet service provider for configuration information.
- Set up your mail account directly on iPad, instead of syncing it from iTunes. In Settings, choose Mail, Contacts, Calendars, tap Add Account and enter your account information. If iPad is unable to locate your service provider's settings when you enter your email address, go to support.apple.com/kb/HT1277 for help setting up your account.
- Turn iPad off, and then on again. Press and hold the Sleep/Wake button for a few seconds until a red slider appears, then drag the slider. Then press and hold the Sleep/Wake button until the Apple logo appears.

For additional troubleshooting information, go to www.apple.com/support/ipad. If you still can't send email, you can use Express Lane (not available in all areas). Go to expresslane.apple.com.

Can't receive email

- If you use one or more computers to check the same email account, it may create a lock-out. For more information, go to support.apple.com/kb/TS2621.
- Set up your email account directly on iPad instead of syncing it from iTunes. Go to Settings > Mail, Contacts, Calendars, tap Add Account, then enter your account information. If iPad is unable to locate your service provider's settings when you enter your email address, go to support.apple.com/kb/HT1277 for help setting up your account.
- Turn iPad off, and then on again. Press and hold the Sleep/Wake button for a few seconds until a red slider appears, then drag the slider. Then press and hold the Sleep/Wake button until the Apple logo appears.
- If your iPad Wi-Fi + 3G uses a cellular data network, turn off Wi-Fi so iPad connects to the Internet through the cellular data network. In Settings, choose Wi-Fi and turn off Wi-Fi.

For additional troubleshooting information, go to www.apple.com/support/ipad. If you still can't send email, you can use Express Lane (not available in all countries). Go to expresslane.apple.com.

Sound, music, and video

If iPad doesn't have sound or if video won't play, try these steps.

No sound

- Make sure the iPad speaker isn't covered.
- Make sure the Side Switch isn't set to silent. See "Volume buttons" on page 11.
- If you're using a headset, unplug it, then plug it in again. Make sure you push the plug all the way in.
- Make sure the volume isn't turned all the way down.
- Music on iPad might be paused. If you're using a headset with a play button, try pressing the play button to resume playback. Or from the Home screen, tap Music, then tap ▶.
- Check to see if a volume limit is set. In Settings, go to Music > Volume Limit.

- If you're using the line out port on the optional iPad Dock, make sure that you turn on the external speakers or stereo, and that they're plugged in correctly and working properly. Use the volume controls on the the external speakers or stereo, not on iPad.
- If you're using an app that works with AirPlay, check to see if the AirPlay device you're sending the sound to is turned on and the volume is turned up. If you want to hear sound through iPad's speaker, tap and select it from the list.

A song, video, or other item won't play

The song, video, audiobook, or podcast may be encoded in a format that iPad doesn't support. For information about the audio and video file formats iPad supports, go to www.apple.com/ipad/specs.

If a song or video in your iTunes library isn't supported by iPad, you may be able to convert it to a format iPad supports. For example, you can use iTunes for Windows to convert nonprotected WMA files to a format iPad supports. For more information, open iTunes and choose Help > iTunes Help.

No video or sound when using AirPlay

To send video or audio to an AirPlay device such as an Apple TV, iPad and the AirPlay device must be connected to the same wireless network. If you don't see the button, iPad isn't connected to the same Wi-Fi network as an AirPlay device, or the app you're using doesn't support AirPlay.

- When sound or video is being sent to an AirPlay device, iPad doesn't display video or play audio. To direct the content to iPad and disconnect iPad from the AirPlay device, tap and select iPad in the list.
- Some applications play only audio over AirPlay. If video isn't working, make sure that the app you're using supports both audio and video.
- If the Apple TV has been set up to require a passcode, you must enter it on iPad when asked, in order to use AirPlay.
- Make sure the speakers on the AirPlay device are turned on and turned up. If you're using an Apple TV, make sure the TV's input source is set to Apple TV. Make sure the volume control on iPad is turned up.
- When iPad is streaming with AirPlay, it must remain connected to the Wi-Fi network. If you take iPad out of range, playback stops.
- Depending on the speed of your network, it may take 30 seconds or more for playback to begin when using AirPlay.

For more information about AirPlay, go to support.apple.com/kb/HT4437.

No image on TV or projector connected to iPad

When you connect iPad to a TV or projector using a USB cable, the attached display automatically mirrors the iPad screen. Some apps may support using the attached display as a second monitor. Check the app's settings and documentation.

- To view HD videos in high resolution, use the Apple Digital AV Adapter or a component video cable.
- Make sure the video cable is firmly connected at both ends, and that it's a supported cable. If iPad is connected to an A/V switchbox or receiver, try connecting it directly to the TV or projector instead.
  - Make sure that your TV has the proper video input selected, such as HDMI or component video.
- If no video appears, press the Home button, disconnect and reconnect the cable, and try again.

iTunes Store and App Store

To use the iTunes Store or the App Store, iPad must have an Internet connection. See "Network" on page 122.

iTunes or App Store isn't available

To purchase content from the iTunes Store or the App Store, you need an Apple ID. You can set up an Apple ID on iPad. Go to Settings > Store > Create New Apple ID.

You can also set up an Apple ID on your computer by opening iTunes and choosing Store > Create Account.

Note: The iTunes Store and the App Store aren't available in some countries.

Safety, service, and support information

The following table describes where to get more iPad-related safety, software, and service information.

To learn about	Do this
Using iPad safely	See the *iPad Important Product Information Guide* at support.apple.com/manuals/ipad for the latest safety and regulatory information.
iPad service and support, tips, forums, and Apple software downloads	Go to www.apple.com/support/ipad.
The latest information about iPad	Go to www.apple.com/ipad.
Managing your Apple ID account	Go to appleid.apple.com.
Using iCloud	Go to www.apple.com/support/icloud.
Using iTunes	Open iTunes and choose Help > iTunes Help. For an online iTunes tutorial (not available in all areas), go to www.apple.com/support/itunes.
Using iPhoto on Mac OS X	Open iPhoto and choose Help > iPhoto Help.
Using Address Book on Mac OS X	Open Address Book and choose Help > Address Book Help.
Using iCal on Mac OS X	Open iCal and choose Help > iCal Help.
Microsoft Outlook, Windows Address Book, Adobe Photoshop Album, and Adobe Photoshop Elements	See the documentation that came with those apps.
Obtaining warranty service	First follow the advice in this guide. Then go to www.apple.com/support/ipad or see the *iPad Important Product Information Guide* at support.apple.com/manuals/ipad.
Battery replacement service	Go to www.apple.com/batteries/replacements.html.
Using iPad in an enterprise environment	Go to www.apple.com/ipad/business.

Disposal and recycling information

Your iPad must be disposed of properly according to local laws and regulations. Because it contains a battery, iPad must be disposed of separately from household waste. When your iPad reaches its end of life, contact Apple or your local authorities to learn about recycling options.

For information about Apple's recycling program, go to www.apple.com/recycling.

Apple and the environment

At Apple, we recognize our responsibility to minimize the environmental impacts of our operations and products. For more information, go to www.apple.com/environment.

iPad operating temperature

If the interior temperature of iPad exceeds normal operating temperatures, you may experience the following as it attempts to regulate its temperature:

- iPad stops charging.
- The screen dims.
- A temperature warning screen appears.

Important: You can't use iPad while the temperature warning screen is displayed. If iPad can't regulate its internal temperature, it goes into deep sleep mode until it cools. Move iPad to a cooler location and wait a few minutes before trying to use iPad again.

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